

Payline

Administrative Manual for Employers

December 31, 2005

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Payline Overview

Introduction

DOA has developed a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information. Employees may access **Payline** using the internet at <http://payline.doa.virginia.gov>.

Payline has been designed to be as user-friendly as possible and require little intervention from outside resources. However, DOA realizes that there may be some functions that individuals may need assistance with and has developed this administration manual to aid agency personnel in responding to employee inquiries.

PAYLINE Features

Payline provides Commonwealth of Virginia Employees paid through the Commonwealth Integrated Personnel and Payroll System (CIPPS) the means to:

- View current payment information at least 4 working days before the payment date.
- View current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.
- View current and year-to-date deductions withheld (both employee and employer).
- View W-2 Wage and Tax Statements.
- View Federal and State taxable wages as well as individual tax elections and associated withholdings.
- View direct deposit information and associated deposit amounts.
- View leave information on-line as soon as period end processing is completed *eliminating* the pay period lag for access to leave balances (if the agency participates in CIPPS Leave).
- Provide historical payment and leave information on the system for 24 months.

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Payline Overview, Continued

Security

State-of-the-art security features are provided to maintain confidentiality of the individual employee's personal payroll information.

- Application Security - requires a user id and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to their individual records.
 - Secure Socket Layer - SSL - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
 - Elliptic Curve Cryptograph - ECC - is a server-based program that protects sensitive data and prevents unauthorized access to the server.
-

Access Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server it must allow SSL (port 443) communication.
 - **Internet Explorer** or **Netscape** browsers, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is highly recommended.
-

Web Address

<http://payline.doa.virginia.gov>

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Accessing Payline

First Access for New Users

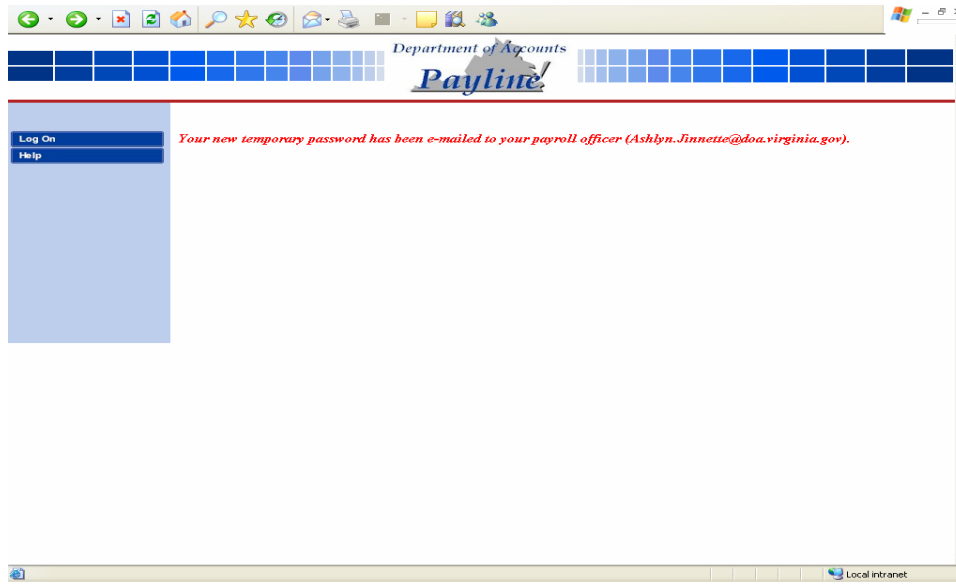
First time **Payline** users must enter their SSN and click on the Forgot Password/New Account button.

If a valid SSN is entered, the following message is displayed "Look for the temporary password on an upcoming earnings notice." The user must wait for receipt of the temporary password before being able to logon to **Payline**.

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Accessing Payline, Continued

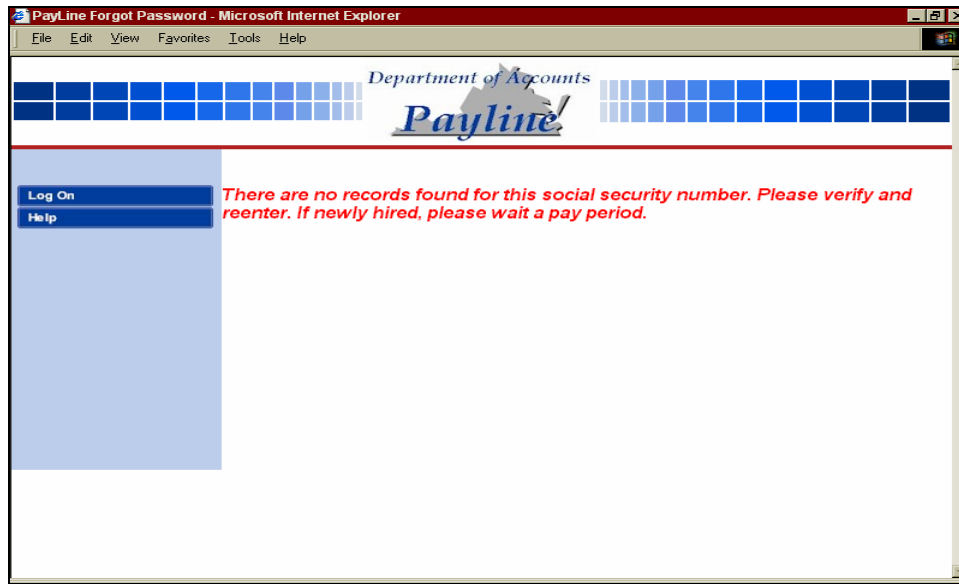
If the user's agency has opted out of receiving printed earnings notices, the message will read "Your new temporary password has been e-mailed to your payroll officer (payroll officer's email address)."



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Accessing Payline, Continued

If an invalid SSN is entered, the following message is displayed "There are no records found for this social security number. Please verify and reenter. If newly hired, please wait a pay period."



This message indicates that there are no records for the SSN entered in Payline. Payline uses the first 9 characters of the employee's CIPPS employee ID as the SSN. Either a data entry error was made in the User ID on the *Log On* screen or the employee has not been paid through CIPPS using the SSN entered as the employee ID. The employee may click on the 'Log On' button to return to the *Log On* screen and re-enter the SSN.

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Accessing Payline, Continued

New Users with a Temporary Password

Once the temporary password has been received, the employee may enter the SSN and the temporary password on the *Log On* screen, and then click the LOG ON button.

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Accessing Payline, Continued

Upon entering Payline the new personal information screen prompts the user to establish a personalized password of 5 to 8 characters (entered twice for verification), establish a 'hint' for their password and up to two e-mail addresses if desired. To establish the permanent security record, the user must click on the "Accept" button, and is then taken to the *Broadcast Messages* Page. The user may then use the Main Menu link to access the *Edit Personal Options* page where a personalized 5 to 8 character user id may be created (see page 24).

The screenshot shows a web browser window with the title 'Department of Accounts Payline'. The page has a blue header with the 'Payline' logo. On the left is a vertical menu with buttons: 'Accept', 'Cancel', and 'Help'. The main content area has a red header that says 'Please enter new personal information. Enter a new password twice for verification.' Below this are input fields for 'Work Email Address', 'Other Email Address', 'Password', 'Verify Password', and 'Hint'.

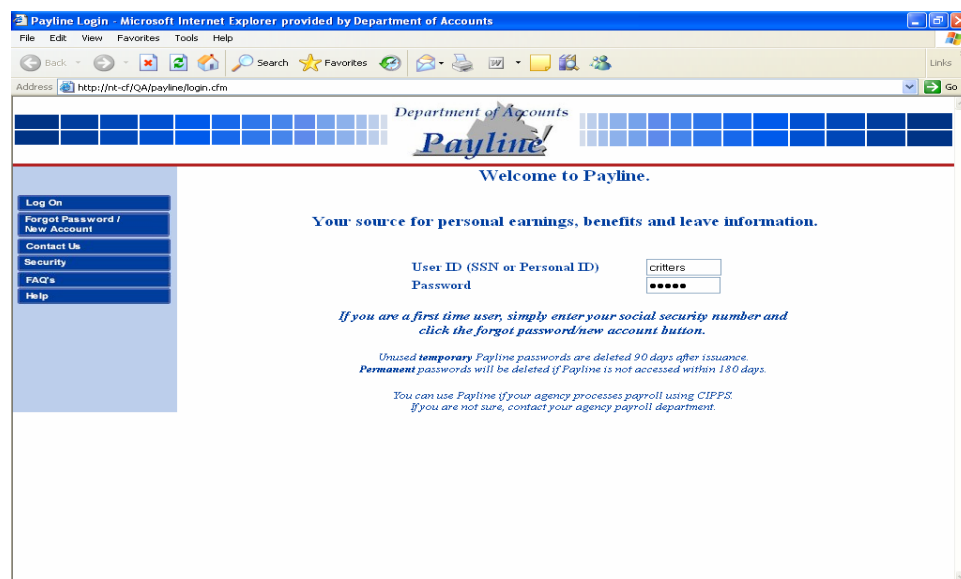
The screenshot shows a web browser window with the title 'Payline Bulletin - Microsoft Internet Explorer provided by Department of Accounts'. The page has a blue header with the 'Payline' logo. On the left is a vertical menu with buttons: 'Special Announcements', 'Main Menu', 'Help', 'Log Off', 'Reporting', and 'Set Mask'. The main content area has a blue header that says 'Broadcast Messages'. Below this is a welcome message: 'Welcome to Payline - a web enabled view of participating State employee's earnings, benefits and leave information. VIRGINIA STATE PARKS MAKE A GREAT GETAWAY OR VACATION! CALL 800-933-PARK'. There are two red links: 'Click the Special Announcements Button to learn how to turn off your central print Earnings Notice.' and 'Verify name, SSN and address on pay stub and report changes to your agency.' At the bottom, there are two red messages: 'Login Successful' and 'There is a special announcement.'

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Accessing Payline, Continued

General Logon with a Valid Password

The employee enters their User ID and password and clicks on the Log On button. This links the employee to the *Broadcast Messages* page for personal messages and other menu selection items.



Step	Action
1	Enter User ID (employee's Social Security Number or User-Defined Logon ID)
2	Enter the User Password
3	Click on the Log On button.
If a correct password is entered, the Broadcast Messages page displays	

Navigation

Navigation buttons located in the left-hand margin of the page will link the user to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Log On	Clicking on this button will initiate the logon process for Payline with entry of a valid SSN or User-Defined Logon ID and password.
Forgot Password/New Account	Clicking on this button links user to the Forgot Password/New Account page where user can request a temporary password or receive the 'hint' entered to help the user remember the user password.
Contact Us	Clicking on this button will allow the user to send an e-mail with suggestions and/or questions to DOA.
Security	Clicking on this button links the user to information on application security and access requirements that support Payline .
FAQs	Frequently Asked Questions

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Accessing Payline, Continued

Forgotten Password

If the employee enters their User ID and an *invalid* password, they will receive the message “Invalid Password (# Violations).”



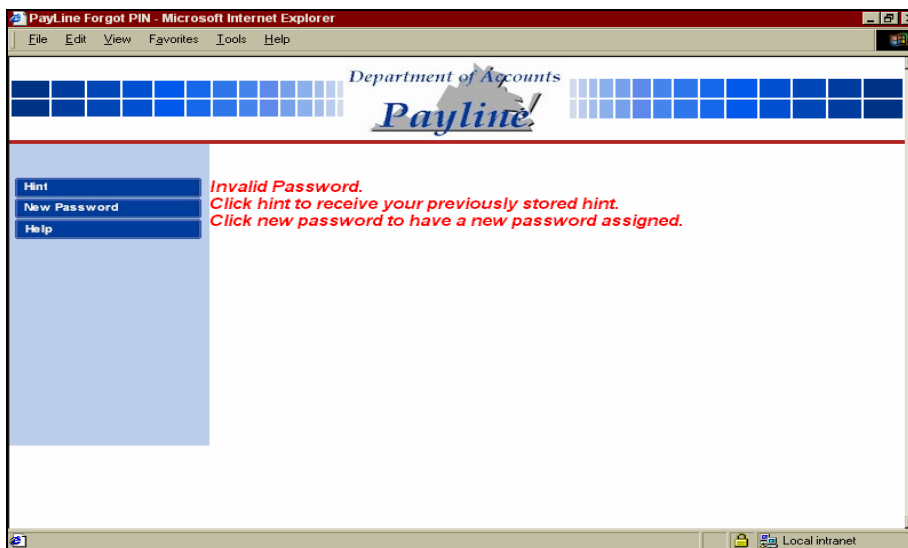
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Accessing Payline, Continued

Forgotten Password, continued

They may attempt to enter the User ID and password again or click on the 'Forgot Password/New Account' button. The employee will be given two options: receive their previously stored hint or request a new temporary password.

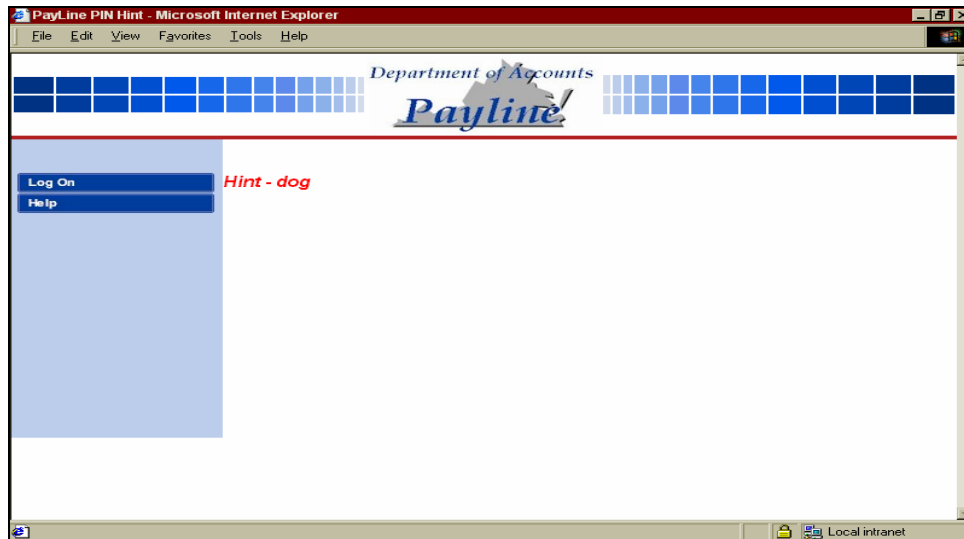
Note: After 5 (five) failed logon attempts the following message is displayed "Account suspended due to security violations." The employee must request another temporary password by clicking the 'Forgot Password/New Account' button and follow the prompts. Security violations are cleared each workday. The employee may choose to wait until the following day to attempt to access Payline again in lieu of requesting a new temporary password immediately.



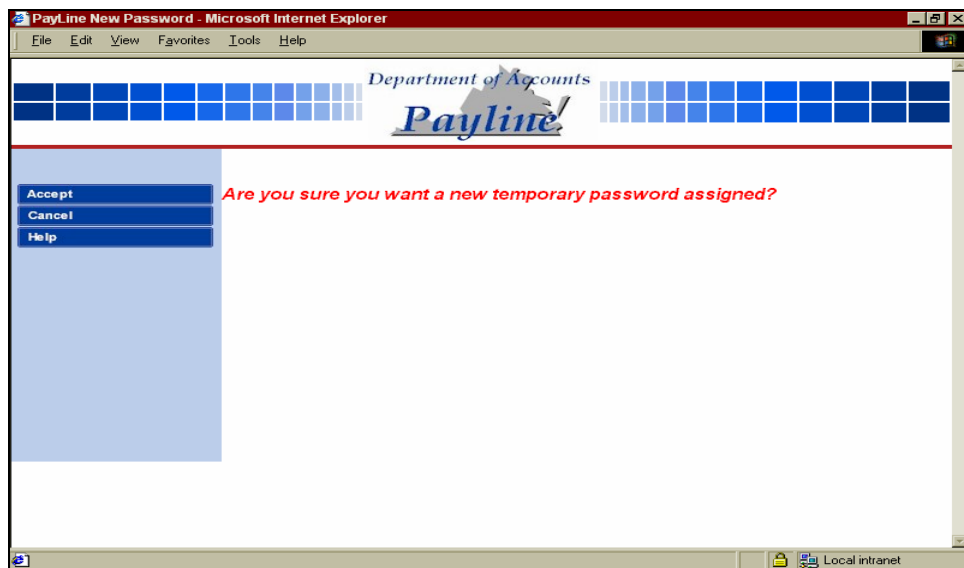
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Accessing Payline, Continued

If the 'Hint' button is selected, the previously stored hint is displayed. The employee would then click on the 'Log On' button and be returned to the *Welcome to Payline* screen to log in using the correct password.



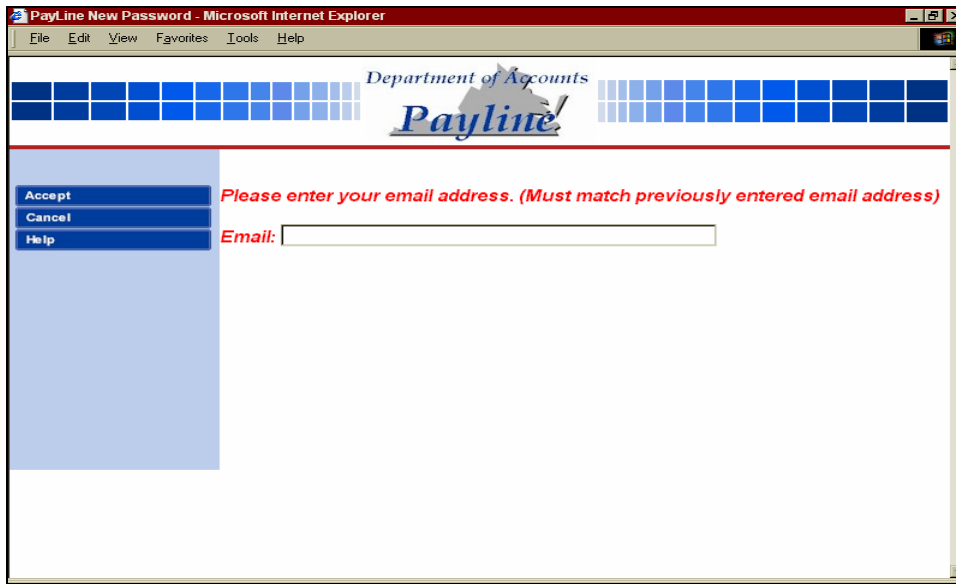
Employees unable to remember the password with the hint can choose to have a new temporary password assigned by clicking on the 'New Password' button. Payline will ask if the user wants a new temporary password assigned.



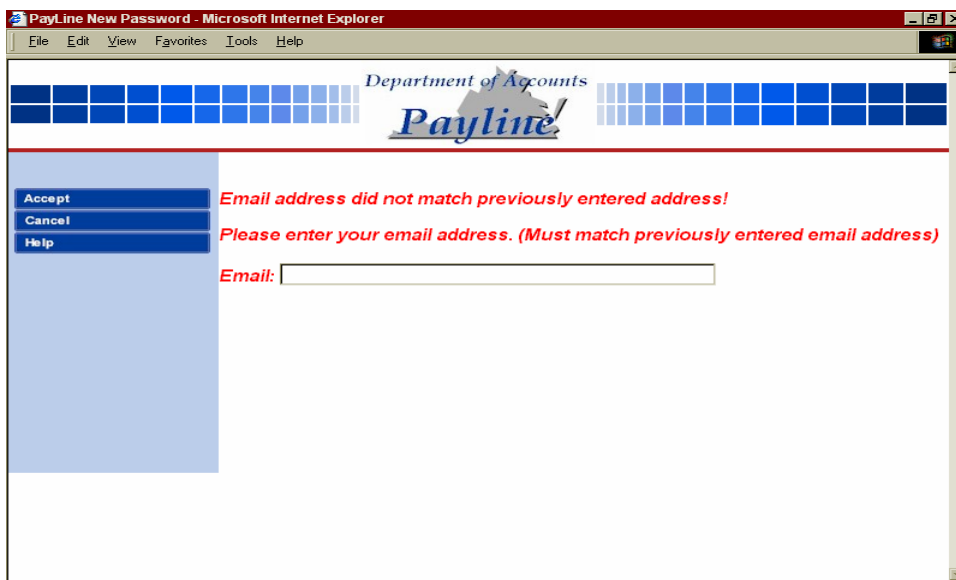
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Accessing Payline, Continued

If the 'Accept' button is selected and the employee has stored an e-mail address in Personal Options, Payline will provide an opportunity to receive the password via e-mail.



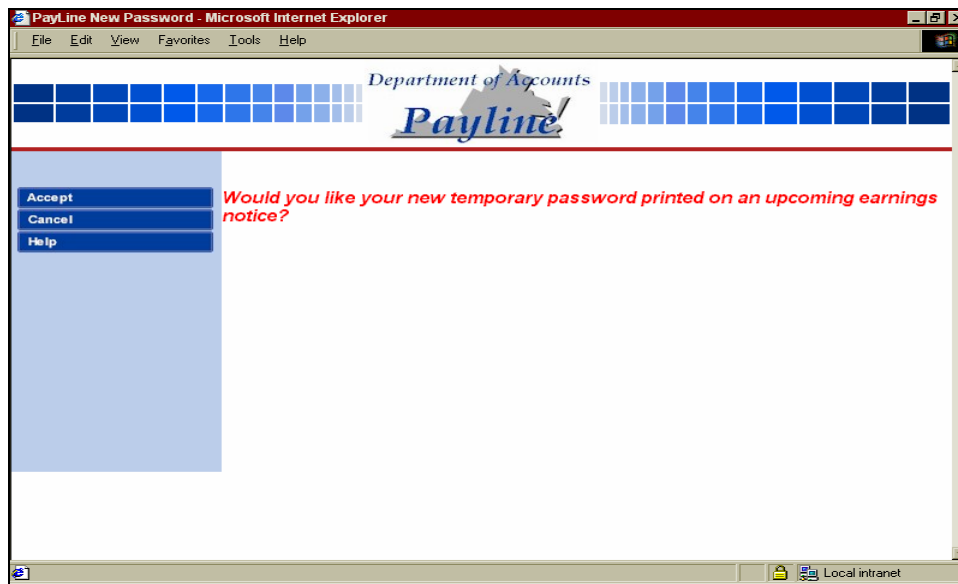
After entering the e-mail address, the user will click on the "Accept" button. If the e-mail address does not match the one stored in the security record the message, "Email address did not match previously entered address! Please enter your email address. (Must match previously entered email address)" will be displayed and the user will be provided another opportunity to enter the correct e-mail address.



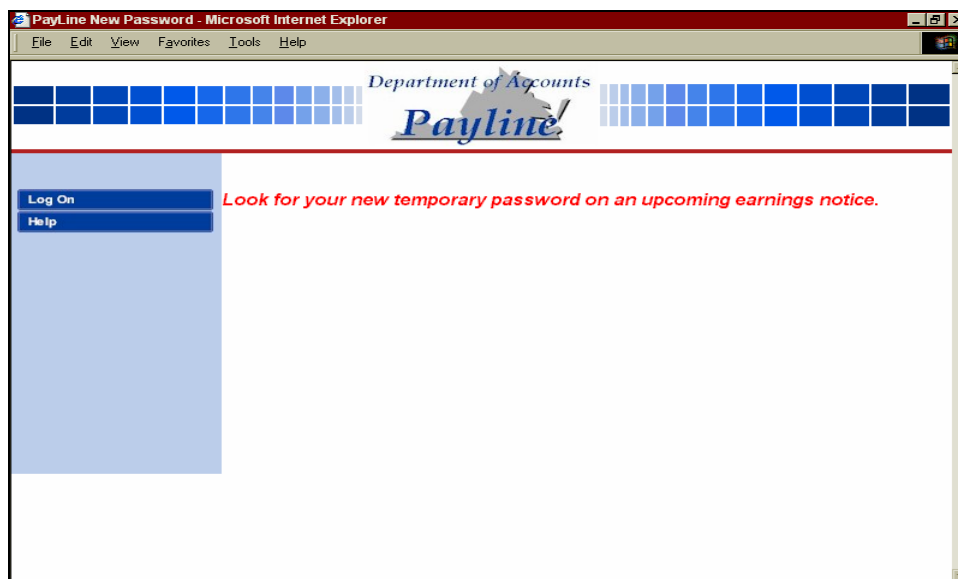
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Accessing Payline, Continued

If no previously stored e-mail address exists or if the employee chooses not to receive the new temporary password via e-mail, the employee will click cancel and be given the opportunity to receive the new temporary password on an upcoming earnings notice or elect to have the temporary password emailed to the Agency's Payroll Officer if the Agency has suppressed printing of all earning notices (see below).

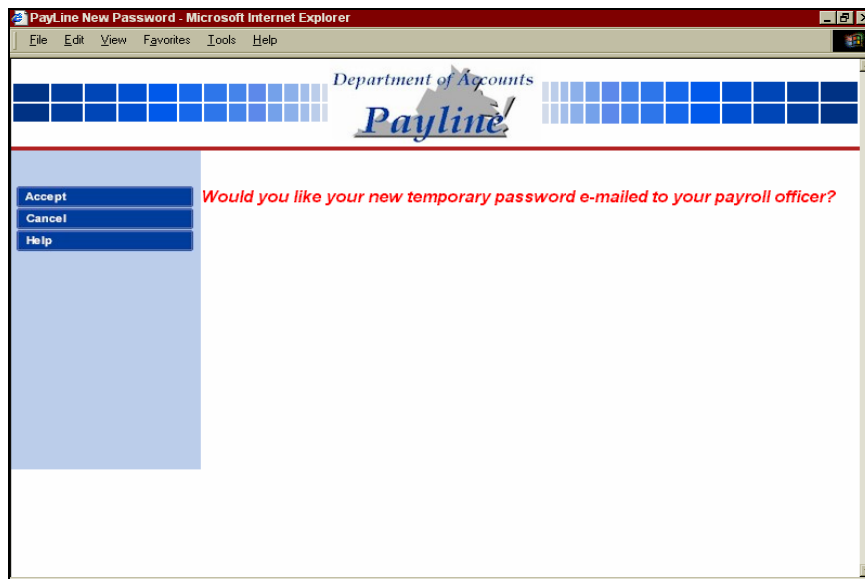


Once the 'Accept' button is selected, the employee may no longer access Payline until the new temporary password is received.

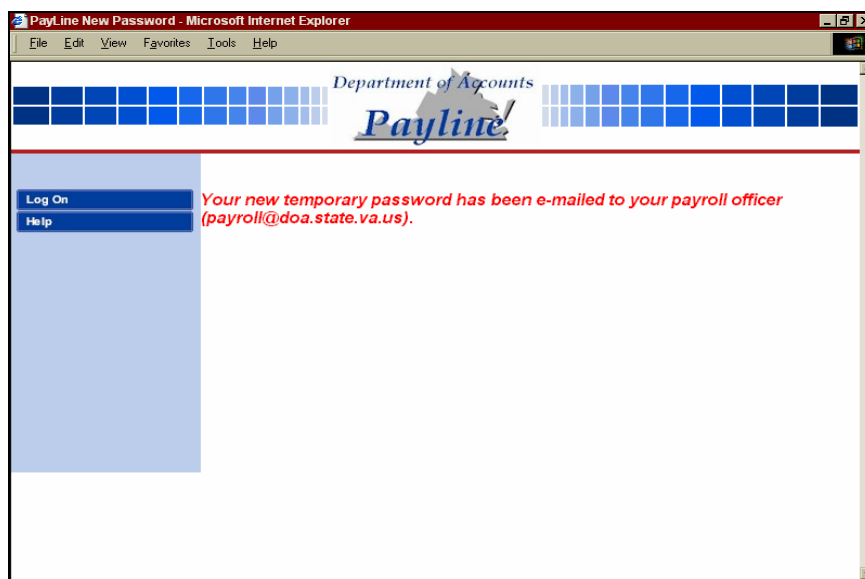


Accessing Payline, Continued

If an employee who participates in direct deposit has elected to discontinue the printing of the earnings notice (*See Personal Options section*), but has not stored a personal e-mail address, the message "Would you like your new temporary password e-mailed to your payroll officer?" is displayed.

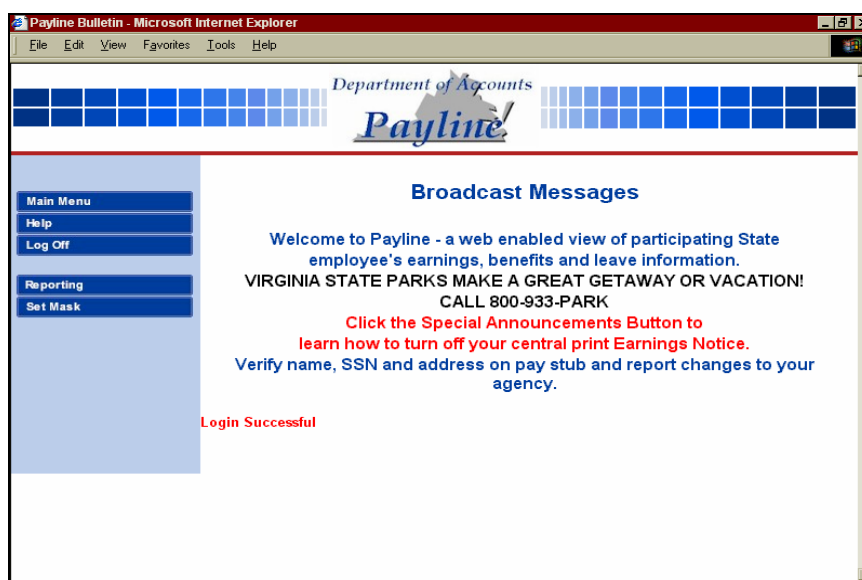


Upon acceptance, an email will be distributed to the employing agency Payroll Officer and the message "Your new temporary password has been e-mailed to your payroll officer (*email address of Payroll Officer*)" is displayed.



Broadcast Messages Page

Message Pages The *Broadcast Messages* page welcomes **Payline** users to the Commonwealth of Virginia’s employee self-service website, and invites users to view personal payroll, benefit and leave information. It is used to communicate messages both globally and individually to the **Payline** user population. In the center of the page, a global message intended for all **Payline** users is displayed. Additionally, in the bottom left hand corner, informational messages may appear which provide feedback to the user regarding actions which have been taken (e.g., Login Successful), actions which should be taken (e.g., You have personal messages).



Navigation Navigation buttons located in the left-hand margin of the page link the user to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Special Announcement	If a special announcement (e.g., letter from Governor granting additional paid holidays at Christmas) is available for viewing, this button will be displayed. Additionally, the informational message ‘There is a Special Announcement’ will appear in the bottom left corner of the Broadcast Message page. Clicking on this button will link the user to the Special Announcement page displaying additional global announcements directed to all Payline users.

Continued on next page

Broadcast Messages Page, Continued

BUTTON	DESCRIPTION
Personal Messages	If a personal announcement is available for viewing, this button will be displayed. Additionally, the informational message 'You have personal messages' will appear in the bottom left corner of the <i>Broadcast Message</i> page. Clicking on this button will link the user to the <i>Personal Messages</i> page displaying notices solely for the individual Payline user logged in.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button will return the user to the <i>Log On</i> page and sign the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting</i> query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

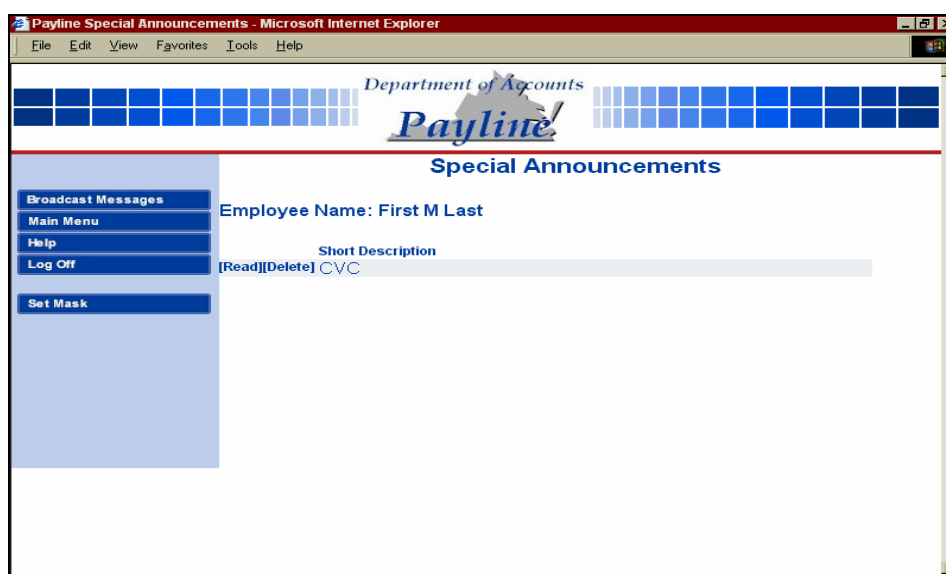
Note: For more information on *Masking*, see *Mask Function* section. For more information on the *Reporting* query function, See *Statistical Reporting* section.

Special Announcements Page

Special Announcement

The *Special Announcements* page is used to communicate global messages to the **Payline** user population. These announcements (e.g., letter from the Governor granting additional paid holidays at Christmas), will be displayed in the center of the page.

Payline users may read the announcement by clicking on the 'Read' prompt to the left of the message or remove the display of an announcement by clicking on the 'Delete' prompt. Any announcement not read or deleted within 30 days will be automatically deleted.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Broadcast Messages	Clicking on this button will link the user to the <i>Broadcast Message</i> page.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.

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Special Announcements Page, Continued

Navigation (continued)

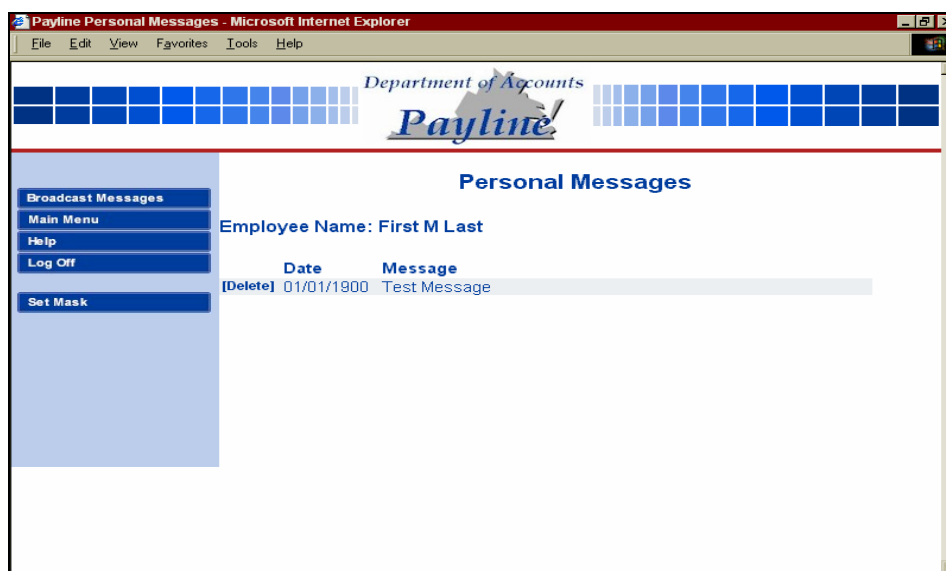
BUTTON	DESCRIPTION
Log off	Clicking on this button will return the user to the <i>Log On</i> page and sign the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting</i> query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Personal Messages Page

Personal Messages

The *Personal Messages* page is used to communicate messages intended solely for the individual **Payline** user logged on. These messages will be displayed in the center of the page showing: Employee Name, Date of the message, and Message Content.

Payline users may remove a message by clicking on the 'delete' prompt shown to the left of the Date. An informational message will be displayed stating the message has been deleted. Any message not deleted by the user will automatically be deleted within thirty days.



Navigation

Navigation buttons located in the left-hand margin of the page will link to other **Payline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Broadcast Messages	Clicking on this button will link the user to the <i>Broadcast Message</i> page.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button will return the user to the <i>Log On</i> page and sign the user out of Payline .

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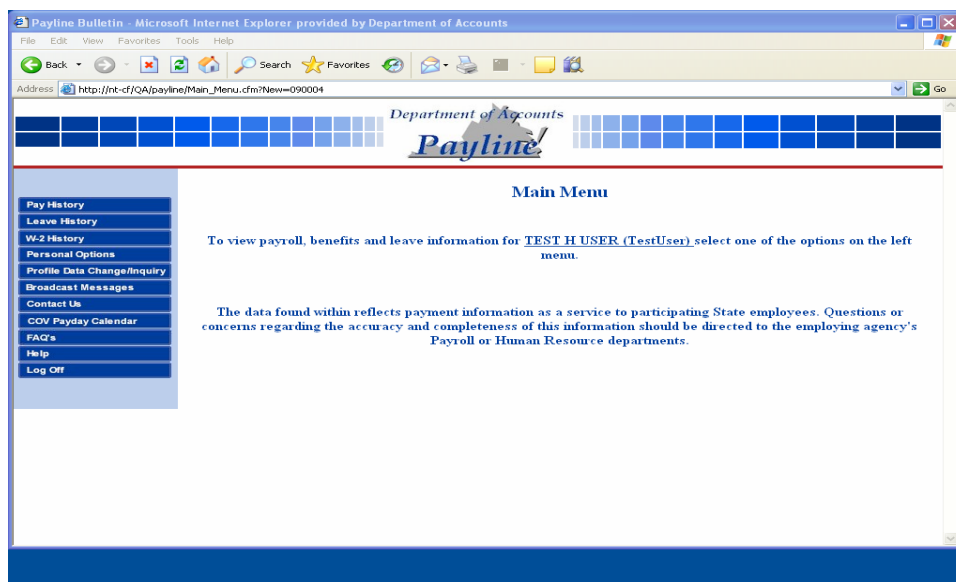
Personal Messages Page, Continued

BUTTON	DESCRIPTION
Reporting	Clicking on this button will link the user to the <i>Reporting</i> query function page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Main Menu Page

Main Menu

The *Main Menu* page is the central navigation page for **Payline**. Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.



Continued on next page

Main Menu Page, Continued

Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Pay History	Clicking on this button will link the employee to a listing of payroll payment information. From this list, the employee will be able to view a detailed break out of his earnings, deductions, and agency paid benefits along with other personal information. Additionally, a link is provided on this page to view and print a facsimile of the earnings notice.
Leave History	Clicking on this button will link the employee to a listing of leave periods end dates. From this list, the employee will be able to obtain a complete display of their detailed leave balances for each period.
W-2 History	Clicking on this button will link the employee to a page containing the employee's W-2 history. From this list the employee will be able to obtain and print a complete display of each W-2 created for the employee beginning with the calendar year ending 2005.
Personal Options	Clicking on this button links the employee to a page containing their personal data such as name, personal id, e-mail address and password. Changes to personal information are made on this page.
Profile Data Change/Inquiry	Clicking on this button links the employee to a page containing the employee's name, address, and federal and state tax withholding status. Changes to address and tax withholding may be requested from this page.
Broadcast Messages	Clicking on this button links the employee to the <i>Broadcast Messages</i> page where global and individual messages for all Payline users can be viewed.
Contact Us	Clicking on this button links the employee to a page where the user can contact DOA regarding problems they are incurring with this site.
Log Off	Clicking on this button will return the employee to the <i>Log On</i> page and sign the user out of Payline
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Profile Data Change/Inquiry Page

View Employee Profile Data

The *View Employee Profile Data* page allows **Payline** users to view existing information regarding their:

- First, Middle and Last Name
- Street Address
- City, State and Zip Code
- Home Phone Number
- Business Phone Number
- Federal tax withholding status, number of exemptions claimed and additional amount withheld
- State tax withholding status, number of exemptions claimed and additional amount withheld

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Continued on next page

Profile Data Change/Inquiry Page, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Edit	Clicking on this button links the employee to the <i>Edit Employee Profile Data</i> page where the user may submit a request for changes to the information listed on the screen.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Continued on next page

Profile Data Change/Inquiry Page, Continued

Edit Employee Profile Data Page

The *Edit Personal Options* page provides the **Payline** user the ability to request a change to any one or all of the following:

- First Name
- Middle Name
- Last Name
- PO Box/Apt/Suite
- Street Address
- City
- State
- Zip Code
- Home Phone
- Business Phone
- Federal Tax Status
- Federal Tax Number of Exemptions
- Federal Tax Additional Amount
- State Tax Status
- State Tax Number of Exemptions
- State Tax Additional Amount

After entering the new information, press the 'Accept' button and the information will be displayed in red on the *View Employee Profile Data* page.

If the information entered is not correct or if the user is not satisfied with the changes, press the 'Cancel' button to return to the *View Employee Profile Data* page.

Changes requested through this page generate an email transmission to the Payroll and HR contacts previously identified by the user's agency. **The request must be received and processed by the user's HR or Payroll Office before the change is reflected in Payline.** Users may be required by the agency to provide supporting documentation or complete authorization forms. All Federal and State Tax changes require completion of the applicable W-4 and/or VA-4 form. Completed forms must be submitted to the user's HR or Payroll Office before the change can be effective.

Continued on next page

Profile Data Change/Inquiry Page, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Accept	Clicking on this button submits the requested changes to the user's HR and/or Payroll Office.
Cancel	Clicking on this button will return the user to the <i>View Employee Profile Data</i> page and no changes will be submitted.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

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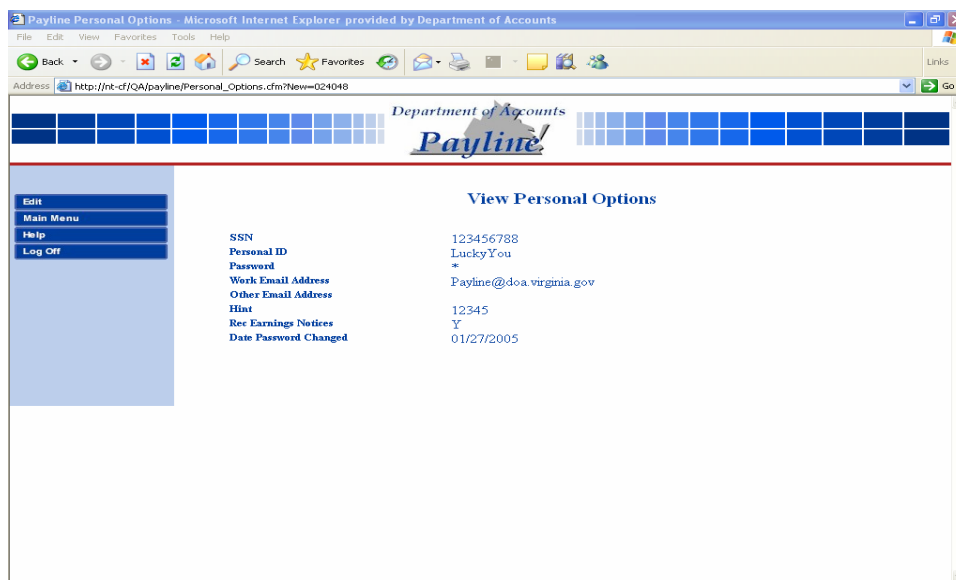
Personal Options Page

View Personal Options

The *View Personal Options* page allows **Payline** users to view the existing information regarding their:

- Social Security Number
- Personal ID
- Password (the actual password is not displayed, but an * indicates it does exist.)
- Work Email Address
- Other Email Address
- Hint (to help in remembering current password.)
- Rec Earnings Notice (Election regarding receiving a printed earnings notice)
- Date Password Changed - reflects last date your password was altered.

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.



Continued on next page

Personal Options Page, Continued

Personal Options Page

An e-mail address is necessary if a user forgets his password and would like a new temporary password e-mailed to him instead of receiving the new temporary password on the next available earnings statement.

If a user is a direct deposit participant he can also elect to stop the hard copy print of the earnings notice. The same information currently being printed on the earnings notice is available using the *View Pay Stub* link on Pay History. However, more information than is displayed on the physical earnings notice is available by clicking on the *Payment Date* on Pay History.

If a Payline user alters the election to receive earnings notice print, an email will be distributed to the Payroll Officer. When electing to discontinue print, the e-mail message states "The following employee has elected to **stop receiving** earnings notices" followed by the employee name, agency and SSN. Similarly, if the employee re-elects to begin receiving print, an email message stating "The following employee has elected to once again **receive** earnings notices" will be distributed to the Payroll Officer.

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Edit	Clicking on this button links the employee to a page where the user may change their User ID, password, e-mail address, hint, and/or earnings notice election.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Continued on next page

Personal Options Page, Continued

Edit Personal Options

The *Edit Personal Options* page provides the **Payline** user the ability to change any one or all of the following:

- Personal ID (must be 5 – 8 characters in length)
- Password (the actual password is not displayed, but an * is displayed for each password character.)
- Work Email Address
- Other Email Address
- Hint (to help in remembering current password.)
- Rec Earnings Notice (Election regarding receiving a printed earnings notice)*

* If the employing agency has elected to stop printing ALL earnings notices, this field cannot be changed.

Continued on next page

Personal Options Page, Continued

After entering the new information, press the 'Accept' button and the information will be displayed on the *View Personal Options* page.

If the information entered is not correct or if the employee is not satisfied with the changes, press the cancel button and he will be returned to the *View Personal Options* page.

Navigation

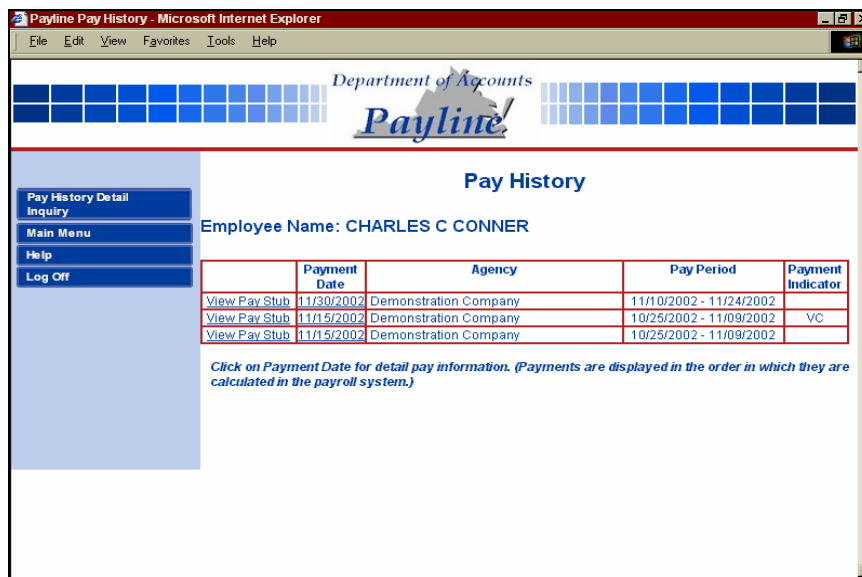
Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Accept	Clicking on this button will allow the information entered above to be updated. It will be effective immediately.
Cancel	Clicking on this button will link the employee back to the <i>View Personal Options</i> page. No changes entered on the <i>Edit Personal Options</i> page will be accepted.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log off	Clicking on this button returns the employee to the <i>Log On</i> page and signs them out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Pay History Screen

Pay History

The *Pay History* page provides a listing of payroll payments displaying the payment date, agency name and pay period date. (The complete history listing can be viewed by using the scroll bar.) The payment indicator denotes the type of payment represented. This may be one of three values. A blank denotes a typical payment made in the form of a check or direct deposit. A "VC" represents the reversing or voiding of one of those payments due to processing errors, retrievals of the payment due to time lost from work, or perhaps a lost payment. A "NP" represents a transaction entered into the payroll system to record a payment made outside of the payroll system. This is considered a "non-paid" payment as the actual payment was made through petty cash or some other mechanism.



NOTE 1: If an employee has multiple pay instruments for one payment date, all payment information will be collated into one record.

NOTE 2: Voids (VC) and non-paid manual paysets (NP) are listed separately.

NOTE 3: See Attachment A for a crosswalk of standard deduction and earnings descriptions from CIPPS to Payline.

Continued on next page

Pay History Screen, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Pay History Detail Inquiry	Clicking on this button links the employee to a page where they may perform a query of specific payment information for a range of check dates.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and sign the user out of Payline
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.
<u>View Pay Stub</u>	Clicking on this links the employee to a facsimile of the pay stub which can be viewed and printed. The leave displayed will reflect the prior leave balance as is currently reflected on paper earnings notices. See example which follows:
<u>Payment Date</u>	Clicking on this button links the employee to the corresponding <i>Payment Information</i> page.

Note: See *Pay History Detail Inquiry* section for more information on this topic.

Continued on next page

Payline Administrative Manual for Employers

Pay History Screen, Continued

Payline - View Pay Stub - Microsoft Internet Explorer

[Print](#) [Close](#)

COMMONWEALTH OF VIRGINIA
DEMONSTRATION COMPANY

OFFICIAL PAY RECORD

No Leave Information Available

Employee
CHARLES C CONNER

Address
TEST DR
RICHMOND VA 23233

Soc Sec Number
111111113

Pay Period Date 11/10/2002 - 11/24/2002 Payment Date 11/30/2002

Earnings				Deductions			
Units	Description	Current	YTD	Description	Current	YTD	
40.00	Regular Pay	3,200.00	12,800.00	Dependent Care	50.00	200.00	
				Flex Admin Fees	0.88	3.52	
				Pretax Hlth Care	66.00	264.00	
				Optional Grp Life	15.00	60.00	
				DQA FUTURE	17.50	70.00	
				Federal Inc Tax	582.32	2,319.54	
				HI Tax	44.25	176.99	
				QASDI Tax	189.19	756.77	
				State Inc Tax	158.74	634.96	

	Current	YTD		Current	YTD		
Gross Pay	3,200.00	12,800.00	Deductions	1,123.88	4,485.78	Net Pay	2,076.12

50.00 DEPOSITED BANK 251472856 ACT 2586131

Financial Institutions should accept a printed pay stub from Payline as it contains both:

1. the statement "Official Pay Record" and
2. the State Seal of Virginia (Use of the State Seal must be granted by the Secretary of Administration.)

The displayed stub is shaded in green, but changes to white when the underscored 'print' function is used. This is done to save ink on color printers.

A description of each earnings and deduction can be displayed by placing the cursor on the underscored word and clicking the left-mouse button.

Pay History Detail Inquiry

Pay History Detail Inquiry

The *Pay History Detail Inquiry* page provides the **Payline** user the ability to inquire about all pay types, deductions (employee and employer paid), healthcare/retirement plans, federal/state tax elections, and direct deposit information for a specific time period. The information presented is determined by clicking on the radio buttons corresponding to the type of information to be displayed and entering the specified beginning and ending **check dates** for the inquiry. By clicking the 'Select All' radio button, all available information will be displayed. Alternatively, selection of one or more specific radio buttons can limit the information displayed. If the results do not display the information the user is looking for the user may need to enter a new range of dates and submit the inquiry again.

Printing: If the SELECT ALL option is chosen or if numerous radio buttons are selected, the user will not be able to print all the information shown. Limiting your selections will allow for printing of the requested information.

Payline Pay History Detail Inquiry - Microsoft Internet Explorer provided by Department of Accounts

Address: http://nt-d/QA/payline/Pay_History_Detail_Select.cfm?New=025615

Department of Accounts
Payline

Pay History Detail Inquiry

Employee Name: TEST H USER Personal ID: LuckyYou

Detail Type:

- Select All ☐ Yes ☐ No
- Earnings ☐ Yes ☐ No
- Net Pay ☐ Yes ☐ No
- Employer Paid Deductions ☐ Yes ☐ No
- Federal Tax Elections ☐ Yes ☐ No
- Local Tax Elections ☐ Yes ☐ No
- Retirement Elections ☐ Yes ☐ No
- FICA Taxable Wages ☐ Yes ☐ No

Current Pay:

- Employee Paid Deductions ☐ Yes ☐ No
- Direct Deposit ☐ Yes ☐ No
- State Tax Elections ☐ Yes ☐ No
- Health Care Elections ☐ Yes ☐ No
- FedSt Taxable Wages ☐ Yes ☐ No

Check Date Range:

From: mm/dd/yyyy To: mm/dd/yyyy

Continued on next page

Pay History Detail Inquiry, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Submit Request	Clicking on this button submits the user request and displays the results.
Pay History	Clicking on this button links the employee to a listing of payments by payment date, agency and pay period. Detail of each payment can be displayed by clicking on the payment date.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Steps to Perform Request

Step	Action
1	Select the type of <i>Pay History Detail Inquiry</i> desired by clicking on associated radio button. <ul style="list-style-type: none"> Select All - displays all detailed information available for the employee for the check date range provided; or Select specific detailed information to be displayed for the check date range provided.
2	Date Range - complete the beginning and ending check dates for the range to show the requested <i>Pay History Detail Inquiry</i> transaction(s).
3	Click on the Submit Request button.
4	Review the <i>Pay History Detail</i> results screen.

Continued on next page

Pay History Detail Inquiry, Continued

An example of a pay history query requesting specific detailed information is displayed below.

Payline Pay History Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Pay History Detail Inquiry

Pay History Detail

Employee Name: John D Doe SSN: 55555555 Selection Dates: 01/01/2001 - 09/16/2001

Check Date	Pay Period	Total Earnings	Employer Paid Deductions		Local Tax Elections		FICA Taxable Wages
			Deduction	Amount	Allowance	Add Amt	
06/02/2001	05/06/2001 - 05/12/2001	358.80			0	0.00	358.80
07/16/2001	06/25/2001 - 07/09/2001	2,003.39	Retiree Hlth Cred	24.19	0	0.00	1,985.89
			Retirement	184.73			
			Group Life Ins	15.99			
			Agy Pd Healthcare	232.00			
			Longtrm Disability	16.59			
			HI Tax	28.80			
			OASDI Tax	123.12			
08/31/2001	08/10/2001 - 08/24/2001	1,999.25	Retiree Hlth Cred	24.19	0	0.00	1,981.75
			Retirement	184.73			
			Group Life Ins	15.99			
			Agy Pd Healthcare	232.00			
			Longtrm Disability	16.59			
			HI Tax	28.73			
			OASDI Tax	122.87			

Done Local intranet

Payment Information

Payment Information

The *Payment Information* page displays a detailed breakout of earnings, deductions and net pay as well as a summary of agency paid contributions to benefits and taxes corresponding to the payment selected on the *Pay History* page.

Earnings				
Type	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	40.00	3,200.00	160.00	12,800.00
Total Earnings		3,200.00		12,800.00

Employee Paid Payroll Deductions		
Type	Current Amount	YTD Amount
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
Optional Grp Life	15.00	60.00
DOA FUTURE	17.50	70.00
Federal Inc Tax	582.32	2,319.54
HI Tax	44.25	176.99
QASDI Tax	189.19	756.77
State Inc Tax	158.74	634.96
Total Employee Paid Deductions	1,123.88	4,485.78

Total Agency Paid Contributions		
	Current Year to Date	
	814.26	3,257.04

Within the Earnings box a detailed break down of Total Earnings is displayed. The detail provided includes:

- Earnings type
- Current and YTD hours
- Current and YTD amounts

Within the Employee Paid Payroll Deductions box a detailed break down of employee deductions is displayed. The detail provided includes:

- Deduction type
- Current amount
- YTD amount.

Continued on next page

Payment Information, Continued

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

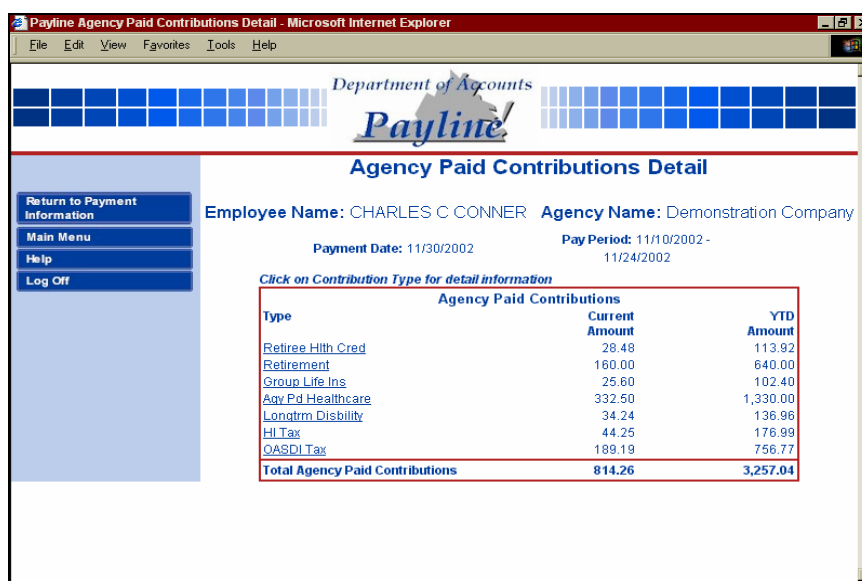
Button	Description
Agency Paid Contributions Detail	Clicking on this button links the employee to a presentation of agency paid contributions to benefits and taxes corresponding to this <i>Payment Information</i> page.
Presentation of Taxable Wages	Clicking on this button links the employee to a presentation of how federal, state and FICA taxable wages were determined as it corresponds to this payment information.
Direct Deposit/Add'l Profile	Clicking on this button links the employee to a presentation of how direct deposit monies are distributed, federal and state tax filing status, and health care and retirement elections corresponding to this Payment Information.
Pay History	Clicking on this button links the employee to a listing of payments by payment date, agency and pay period. Detail of each payment can be displayed by clicking on the payment date.
Reported Leave Balances	If leave balances are available for viewing for this payment, this button will be displayed. Clicking on this button will display all leave balances reported with this payment information.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
<u>TYPE</u>	A description of each earnings and deduction can be displayed by placing the mouse pointer on the earnings or deduction name and clicking the left-mouse button.
Log off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where employee's Social Security Number is entered.

Continued on next page

Agency Paid Contributions Detail

Agency Paid Contributions Detail

The *Agency Paid Contributions Detail* page displays a detailed presentation of current and year-to-date agency paid contributions to benefits and taxes for the payment date selected.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the corresponding payment information page associated with the agency paid contributions displayed.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
<u>Type</u>	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.

Continued on next page

Agency Paid Contributions Detail, Continued

Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Presentation of Taxable Wages

Presentation of Taxable Wages

The *Presentation of Taxable Wages* page displays how federal, state and FICA taxable wages were calculated for the payment selected on the *Pay History* page. The year-to-date values shown are as of the time that payment was calculated. Total Earnings are reduced by those non-taxable earnings and pre-tax deductions to which some taxes are not applied.

Department of Accounts
Payline

Presentation of Taxable Wages

Employee Name: CHARLES C CONNER Agency Name: Demonstration Company

Pay Period: 11/10/2002 - 11/24/2002 Payment Date: 11/30/2002

Click on Earnings Type for detail information

Federal/State Wages		
	Current	Year to Date
Total Earnings	3,200.00	12,800.00
Less:		
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
DOA FUTURE	17.50	70.00
Federal/State Wage (Taxable)	3,065.62	12,262.48

FICA Wages		
	Current	Year to Date
Total Earnings	3,200.00	12,800.00
Less:		
Dependent Care	50.00	200.00
Flex Admin Fees	0.88	3.52
Pretax Hlth Care	66.00	264.00
DOA FUTURE	17.50	70.00
FICA Wage (Taxable)	3,065.62	12,262.48

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the <i>Payment Information</i> page previously viewed.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Type	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.

Continued on next page

Presentation of Taxable Wages, Continued

Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Direct Deposit Detail and Additional Profile Data

Direct Deposit Detail and Add'l Profile Data

The *Direct Deposit Detail and Additional Profile Data* page displays additional personal information related to the payment selected from the *Pay History* page.

- **Direct Deposit Bank Information** – the amount, the deposit bank (ABA routing #) and account number where the deposit has been made.
- **Health Care and Retirement Elections** – the name of the provider and the membership type elected by the employee for health care and the retirement plan the employee is enrolled in.
- **Employee Tax Elections** – the employee's federal, state and local tax withholding elections submitted on Form W-4 and VA-4.

Payline Direct Deposit and Additional Profile Data - Microsoft Internet Explorer

Department of Accounts
Payline

Direct Deposit Detail and Additional Profile Data

Employee Name: CHARLES C CONNER Agency Name: Demonstration Company

Pay Period: 11/10/2002 - 11/24/2002 Payment Date: 11/30/2002

Direct Deposit Bank Information:		
Amount	Deposit Bank	Account No
50.00	251472856	2586131
2,026.12	251472856	111222

Health Care and Retirement Elections:	
Health Care:	Retirement:
Key Advantage	VRS - Buyback
Double State Family Cvrge	

Employee Tax Elections:	
Federal Tax Status	Single
Federal Tax Allowance	00002
Federal Tax Add Amt.	0.00
State Tax Status	Single
State Tax Allowance	00000
State Tax Add. Amt.	0.00
Local Tax Allowance	00000
Local Tax Add. Amt.	0.00

Navigation buttons: Return to Payment Information, Main Menu, Help, Log Off

Navigation

Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below.

Button	Description
Return to Payment Information	Clicking on this button returns the employee to the <i>Payment Information</i> page previously viewed.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.

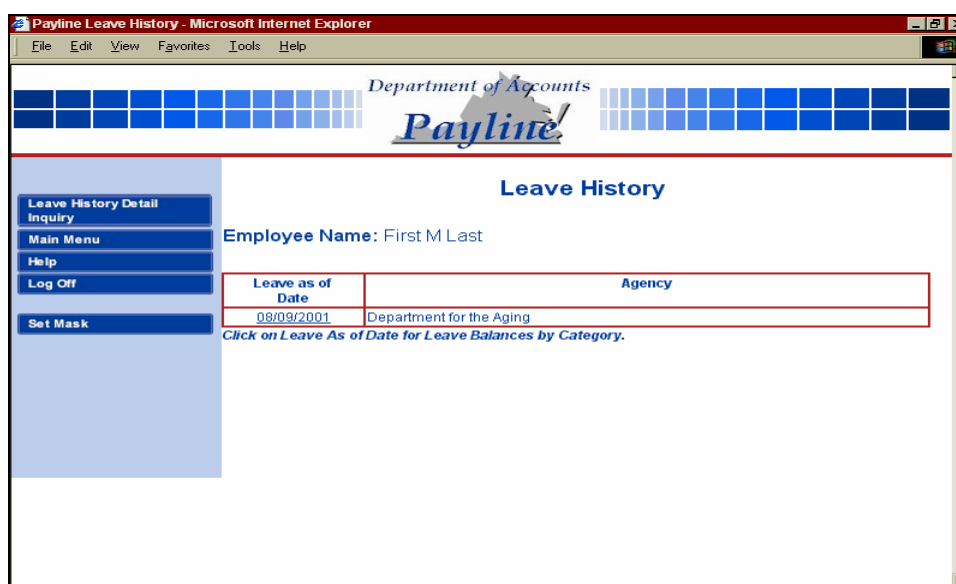
Continued on next page

Direct Deposit Detail and Additional Profile Data, Continued

Button	Description
<u>Type</u>	A description of each agency paid benefit can be displayed by placing the mouse pointer on the benefit name and clicking one time with the left mouse button.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Leave History

Leave History The *Leave History* page provides a listing of ‘Leave as of Dates’ and ‘Agency’ names for which detailed information can be viewed. (The complete history listing can be viewed by using the scroll bar.) **Payline** users may view any ‘as of period’ by moving the mouse pointer over the desired period and clicking the left mouse button. This will link the user to the *Reported Leave Balances* page.



Navigation Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Leave History Detail Inquiry	Clicking on this button links the employee to a page where they may request a detailed listing of leave transactions which have been processed.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
<u>Leave As Of Date</u>	Clicking on this button links the employee to the chosen leave period information shown by category.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .

Continued on next page

Leave History, Continued

Navigation (continued)

Button	Description
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Leave Balances

Leave Balances The *Leave Balances* page lists leave balances by type. From this list the employee is able to view leave balances for all decremented leave types (e.g. annual, sick, etc) and year-to-date usage of accumulated leave types (e.g. military, disability, worker's compensation, etc.). The annual leave accrual rate and maximum year-end leave balances carryover limit based on years of service is also displayed.

Disclaimer: Balances reflect the most recent leave activity reported and keyed at the close of the last leave period. The close of the leave period is two workdays after the final certification.

Leave Type	Balance as of 1/10/2001	Accrued Current	Accrued Year-to-date	Used Current	Used Year-To-Date	Period Ending Balance
Annual	267.9	7.0	93.0	4.0	53.5	307.4
Family/Personal	40.0			0.0	40.0	0.0
Sick	80.0	0.0	0.0	0.0	0.0	80.0
Overtime	0.0	0.0	0.0	0.0	0.0	0.0
Compensatory	0.0	0.0	0.0	0.0	0.0	0.0
Recognition	0.0	0.0	0.0	0.0	0.0	0.0
Disability Credit	351.7			0.0	0.0	351.7
On Call	0.0	0.0	0.0	0.0	0.0	0.0
Bonus	0.0	0.0	0.0	0.0	0.0	0.0

Year-to-Date Accumulations (these do not reflect remaining balances)			
Sick Family	0.0	Community Service	8.0
Education	0.0	Civil	0.0
		LWOP Period	0.0

Navigation Navigation buttons located in the left-hand margin of the page link to other **Payline** pages or perform requested functions as described below

Continued on next page

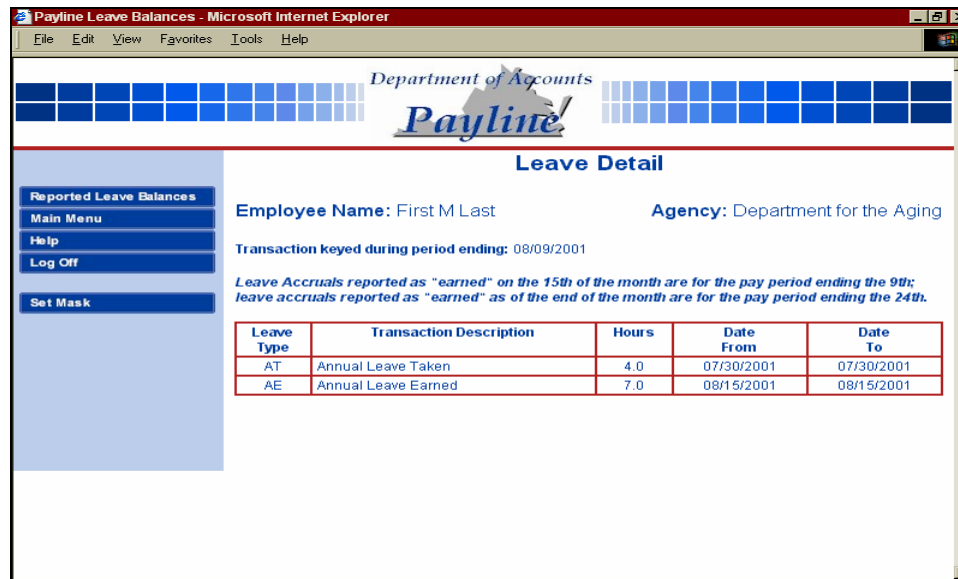
Leave Balances, Continued

Button	Description
Leave Detail	Clicking on this button links the employee to a detailed listing of transactions keyed during the leave reporting period.
Leave History	Clicking on this button links the employee to a listing of leave periods end dates. From this list, the employee can obtain a complete display of their detailed leave balances for each period.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
<u>TYPE</u>	A description of each leave type can be displayed by placing the mouse pointer on the leave type/name and clicking the left-mouse button.
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Leave Detail

Leave Detail

The *Leave Detail* page provides the **Payline** user the ability to inquire about all detail leave transactions that were entered during a specific ‘as of’ leave period. The period selected is displayed in the heading of the page. These detail transactions support the current hour’s information found on the *Leave Balance* page.



Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Reported Leave Balances	Clicking on this button links the employee back to the <i>Leave Balance</i> page where they can view the selected ‘as of’ leave period balances.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Leave History Detail Inquiry

Leave History Detail Inquiry

The *Leave Detail Inquiry* page provides the **Payline** user to inquire about all leave types that were entered during a specific time period or specific leave types that were entered during a specified time period. These selections are determined by clicking on the appropriate radio buttons provided and entering the specified leave beginning and end period dates. When 'All transactions' is selected, the leave type check boxes are grayed.

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Submit Request	Clicking on this button links the employee to the <i>Leave Detail Request</i> page where the user can view the information requested on the Leave Detail Inquiry page.
Leave History	Clicking on this button returns the employee to the <i>Leave History</i> page.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

Leave History Detail Inquiry, Continued

Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

Steps to Perform Request

Step	Action
1	Use the drop down box to select all agencies or a specific agency.
2	Select the type of inquiry desired. <ul style="list-style-type: none"> All transactions within a date range - shows all transactions that were keyed during the dates specified. A specific transaction type within a date range - shows the specified transaction type during the dates specified.
3	Select Leave Type - choose the leave transaction type to be displayed for the dates specified.
4	Date Range - complete the beginning and ending dates for the period to show all or specified leave transaction(s). See note below.
5	Click on the 'Submit Request' button.
6	Review the <i>Leave Inquiry</i> results screen.

Displays the results of the employee's Leave History Inquiry. The screen lists in descending date order the agency number, leave type used, the number of hours keyed, and the dates the leave was taken/earned.

NOTE: The 'Date From' value is used to determine which transactions to reflect.

Continued on next page

Leave History Detail Inquiry, Continued

Payline Inquiry Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts
Payline

Leave Inquiry Results

Employee Name: First M Last **Agency:** Department for the Aging

Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.

Agency	Leave Type	Transaction Description	Hours	Date From	Date To
00163	AE	Annual Leave Earned	7.0	08/15/2001	08/15/2001
00163	AT	Annual Leave Taken	4.0	07/30/2001	07/30/2001
00163	SE	Sick Personal Earned	5.0	07/15/2001	07/15/2001
00163	AE	Annual Leave Earned	7.0	07/15/2001	07/15/2001
00163	SE	Sick Personal Earned	5.0	06/30/2001	06/30/2001
00163	AE	Annual Leave Earned	7.0	06/30/2001	06/30/2001
00163	RE	Recognition Leave Earned	8.0	06/16/2001	06/16/2001
00163	SE	Sick Personal Earned	5.0	06/15/2001	06/15/2001
00163	AE	Annual Leave Earned	7.0	06/15/2001	06/15/2001
00163	SE	Sick Personal Earned	5.0	05/31/2001	05/31/2001
00163	AE	Annual Leave Earned	7.0	05/31/2001	05/31/2001
00163	XX	Leave Without Pay	4.0	05/01/2001	05/01/2001
00163	WT	Workers Compensation	8.0	05/01/2001	05/01/2001

Due to systems resource limitations, CIPPS-Leave has not yet been modified to conform leave periods with the revised semi-monthly pay periods. The period variation is described in the following table using January and February as an example:

Semi-monthly Pay Period		CIPPS-Leave Period	
Date From	Date To	Date From	Date To
January 25 th	February 9 th	February 1 st	February 15 th
February 10 th	February 24 th	February 16 th	February 28 th

Navigation

Navigation buttons located in the left margin of the page link to other **Payline** pages or perform requested functions as described in the section below.

Button	Description
Leave History Detail Inquiry	Clicking on this button returns the employee to the <i>Leave History Detail Inquiry</i> page.
Main Menu	Clicking on this button will link the user to the <i>Main Menu</i> page where the user can begin reviewing his earnings, benefit and leave information.

Continued on next page

Leave History Detail Inquiry, Continued

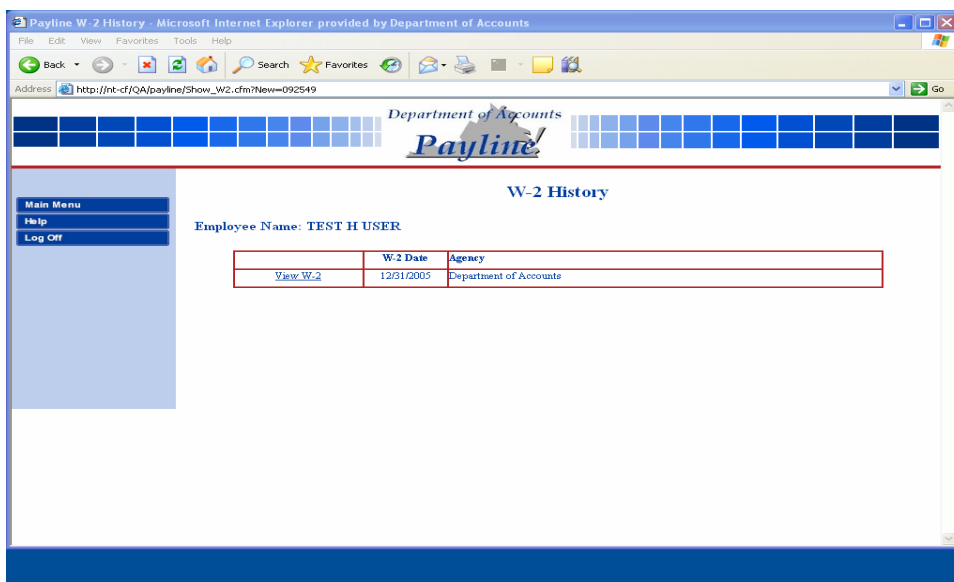
Navigation (continued)

Button	Description
Log Off	Clicking on this button returns the employee to the <i>Log On</i> page and signs the user out of Payline .
Reporting	Clicking on this button will link the user to the <i>Reporting Query Function</i> page. (This is only available to those line agency users for which masking access has been granted.)
Set Mask	Clicking on this button will link the user to the <i>Masking</i> page where the employee's Social Security Number is entered.

W-2 History

W-2 History

The *W-2 History* page provides a listing of 'W-2 Dates' and 'Agency' names for which detailed information can be viewed. (The complete history listing can be viewed by using the scroll bar.) **Payline** users may view any 'as of period' by moving the mouse pointer over the desired period and clicking the left mouse button. This will link the user to the page displaying the W-2 for the year selected.



W-2

Once the W-2 has been displayed, the user has several different print options:

- **Print COPY B, To Be Filed With Employee's FEDERAL Tax Return**
- **Print COPY C, For EMPLOYEE'S RECORDS**
- **Print COPY 2, To Be Filed With Employee's State, City, or Local Income Tax**
- **Print All Copies**

Scroll down to see the entire W-2. Instructions and notices to employee and employer are at the bottom of the W-2.

Continued on next page

Payline Administrative Manual for Employers

W-2 History, Continued

W-2 Wage and Tax Statement - Microsoft Internet Explorer provided by Department of Accounts									
Print Copy B		Print Copy C		Print Copy 2		Print All Copies			
a Control number 00000091									
b Employer Identification number (EIN) 123456789				1 Wages, tips, other compensation 36,330.96		2 Federal income tax withheld 4,346.96			
c Employer's name, address, and ZIP code DEPARTMENT OF ACCOUNTS 101 N 14TH STREET RICHMOND, VA 23219				3 Social security wages 39,530.96		4 Social security tax withheld 2,452.16			
				5 Medicare wages and tips 39,530.96		6 Medicare tax withheld 573.49			
				7 Social security tips 0.00		8 Allocated Tips 0.00			
				9 Advance EIC payment 0.00		10 Dependent care benefits 0.00			
d Employee's social security number 123-45-6789				11 Nonqualified plans 0.00		12a C 496.32			
e Employee's first name and initial 11412345678 12345678900 TEST H USER 1234 MAIN STREET RICHMOND, VA 23219				13 Statutory employees Retirement plan Third-party risk pay X		12b G 3,200.00			
				14 Other		12c			
						12d			
f Employee's address and ZIP code									
15 State VA	Employer's state ID number 0012201680	16 State wages, tips, etc. 36,330.96	17 State income tax 1,866.56	18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality Name			

Form **W-2** Wage and Tax Statement **2005** Department of the Treasury - Internal Revenue Service
COPY B, To Be Filed With Employee's FEDERAL Tax Return

W-2 Wage and Tax Statement - Microsoft Internet Explorer provided by Department of Accounts									
Print Copy B		Print Copy C		Print Copy 2		Print All Copies			
a Control number 00000091									
b Employer Identification number (EIN) 123456789				1 Wages, tips, other compensation 36,330.96		2 Federal income tax withheld 4,346.96			
c Employer's name, address, and ZIP code DEPARTMENT OF ACCOUNTS 101 N 14TH STREET RICHMOND, VA 23219				3 Social security wages 39,530.96		4 Social security tax withheld 2,452.16			
				5 Medicare wages and tips 39,530.96		6 Medicare tax withheld 573.49			
				7 Social security tips 0.00		8 Allocated Tips 0.00			
				9 Advance EIC payment 0.00		10 Dependent care benefits 0.00			
d Employee's social security number 123-45-6789				11 Nonqualified plans 0.00		12a C 496.32			
e Employee's first name and initial 11412345678 12345678900 TEST H USER 1234 MAIN STREET RICHMOND, VA 23219				13 Statutory employees Retirement plan Third-party risk pay X		12b G 3,200.00			
				14 Other		12c			
						12d			
f Employee's address and ZIP code									
15 State VA	Employer's state ID number 0012201680	16 State wages, tips, etc. 36,330.96	17 State income tax 1,866.56	18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality Name			

Form **W-2** Wage and Tax Statement **2005** Department of the Treasury - Internal Revenue Service
COPY C, For EMPLOYEE'S RECORDS

W-2 Wage and Tax Statement - Microsoft Internet Explorer provided by Department of Accounts									
Print Copy B		Print Copy C		Print Copy 2		Print All Copies			
a Control number 00000091									
b Employer Identification number (EIN) 123456789				1 Wages, tips, other compensation 36,330.96		2 Federal income tax withheld 4,346.96			
c Employer's name, address, and ZIP code DEPARTMENT OF ACCOUNTS 101 N 14TH STREET RICHMOND, VA 23219				3 Social security wages 39,530.96		4 Social security tax withheld 2,452.16			

Payline Administrative Manual for Employers

101 N 14TH STREET RICHMOND, VA 23219		5 Medicare wages and tips 39,550.96	6 Medicare tax withheld 573.49
7 Social security tips 0.00		8 Allocated Tips 0.00	
d Employee's social security number 123-45-6789		9 Advance EIC payment 0.00	10 Dependent care benefits 0.00
e Employee's first name and Initial 11412345678 12345678900 TEST H 1234 MAIN STREET RICHMOND, VA 23219		Last Name USER	11 Nonqualified plans 0.00
		13 Statutory employee Retirement plan Third-party sick pay X	12a C 496.32
			12b 3,200.00
		14 Other	12c
			12d
f Employee's address and ZIP code			
16 State VA	Employee's state ID number 0012201680	16 State wages, tips, etc. 36,350.96	17 State income tax 1,866.56
		18 Local wages, tips, etc. 0.00	19 Local income tax 0.00
		20 Locality Name	

Form **W-2** Wage and Tax Statement
COPY 2, To Be Filed With Employee's State, City, or Local Income Tax

2005

Department of the Treasury - Internal Revenue Service

Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld or if you can take the earned income credit.

Earned income credit (EIC). You must file a tax return if any amount is shown in box 9.

You may be able to take the EIC for 2005 if (a) you do not have a qualifying child and

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card at any SSA office or call 1-800-772-1213.

Credit for excess taxes. If you had more than one employer in 2005 and more than \$3,380.00 in social security and/or Tier I railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$2,943.60 in Tier II RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Publication 505, Tax Withholding and Estimated Tax.

Instructions (Also see Notice to Employee, on back of Copy B.)

Box 1. Enter this amount on the wage line of your tax return.
Box 2. Enter this amount on the federal income tax withheld line of your tax return.
Box 3. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.
Box 9. Enter this amount on the advance earned income credit payments line of your Form 1040 or Form 1040A.
Box 10. This amount is the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 also is included in box 1. You must complete Schedule 2 (Form 1040A) or Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.
Box 11. This amount is: (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount.
Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) under all plans are generally limited to a total of \$14,000 (\$17,000 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$14,000. Deferrals under code H are limited to \$7,000. However, if you were at least age 50 in 2005, your employer may have allowed an additional deferral of up to \$4,000 (\$2,000 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last three years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for Form 1040.
Note. If a year follows code D, E, F, G, H, or S, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.
A—Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.
B—Uncollected Medicare tax on tips. Include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.
C—Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5).
D—Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E—Elective deferrals under a section 403(b) salary reduction agreement.
F—Elective deferrals under a section 408(a)(6) salary reduction SEP.
G—Elective deferrals and employer contributions (including nonselective deferrals) to a section 457(b) deferred compensation plan.
H—Elective deferrals to a section 501(c)(19)(D) tax-exempt organization plan. See "Adjusted Gross Income" in the Form 1040 instructions for how to deduct.
J—Nontaxable sick pay (information only, not included in boxes 1, 3, or 5).
K—20% excise tax on excess golden parachute payments. See "Total Tax" in the Form 1040 instructions.
L—Substantiated employee business expense reimbursements (nontaxable).
M—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Total Tax" in the Form 1040 instructions.
N—Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Total Tax" in the Form 1040 instructions.
O—Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).
Q—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.
R—Employer contributions to your Archer MSA. Report on Form 8833, Archer MSA and Long-Term Care Insurance Contracts.
S—Employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1). You must complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.
T—Adoption benefits (not included in box 1). You must complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.
U—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5).
W—Employer contributions to your Health Savings Account. Report on Form 8889, Health Savings Accounts (HSAs).
Y—Deferrals under a section 409A nonqualified deferred compensation plan.
Z—Income under section 409A on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Total Tax" in the Form 1040 instructions.

Employers, Please Note—

Specific information needed to complete Form W-2 is given in a separate booklet titled 2005 Instructions for Forms W-2 and W-3. You can order those instructions and additional forms by calling 1-800-TAX-FORMS (1-800-829-3676). You can also get forms and instructions from the IRS website at www.irs.gov.

Caution. Because the SSA processes paper forms by machine, you cannot file with the SSA Forms W-2 and W-3 that you print from the IRS website. Instead, you can use the SSA website at www.socialsecurity.gov/employer to create and file electronically ("e-file") versions of Forms W-2 and W-3.

Due dates. Furnish Copies B, C, and 2 to the employee generally by January 31, 2006.

File Copy A with the SSA generally by February 28, 2006. Send all Copies A with Form W-3, Transmittal of Wage and Tax Statements. However, if you file electronically (not by magnetic media), the due date is March 31, 2006.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. See section 6031 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number (EIN). If you fail to provide this information in a timely manner, you may be subject to penalties.

Adoption Expenses. to compute any taxable and nontaxable amounts.
V—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5).
W—Employer contributions to your Health Savings Account. Report on Form 8889, Health Savings Accounts (HSAs).
Y—Deferrals under a section 409A nonqualified deferred compensation plan.
Z—Income under section 409A on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Total Tax" in the Form 1040 instructions.

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions that you may deduct.

Note: Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, but in case there is a question about your work record and/or earnings in a particular year. Review the information shown on your annual (for workers over 25) Social Security Statement.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

Generally, tax returns and return information are confidential, as required by section 6103. However, section 6103 allows or requires the Internal Revenue Service to disclose or give the information shown on your return to others as described in the Code. For example, we may disclose your tax information to the Department of Justice for civil and/or criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

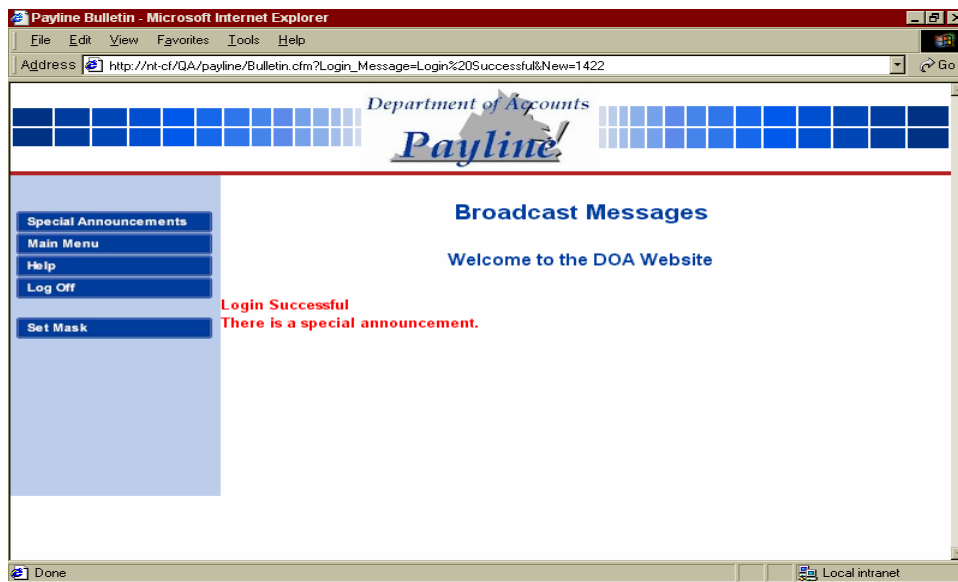
The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: **Form W-2**—30 minutes, and **Form W-3**—25 minutes. If you have comments concerning the accuracy of these time estimates or suggestions for making these forms simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE/WCAR:MP/TSP, 1111 Constitution Ave. NW, IR-6406, Washington, DC 20224. Do not send Forms W-2 and W-3 to this address. Instead, see *Where to file* in the Instructions for Forms W-2 and W-3.

Mask Function

Definition The mask function is the process by which agency personnel can access an employee's Payline information to view and query the information as if they are the employee.

Security Access to the mask function will generally be the same as the user currently has in CIPPS Leave and/or Payroll. The security form is located at this link: http://www.doa.virginia.gov/Payroll/Payline/Payline_Main.cfm. Exceptions to parallel access must be justified on the security request form.

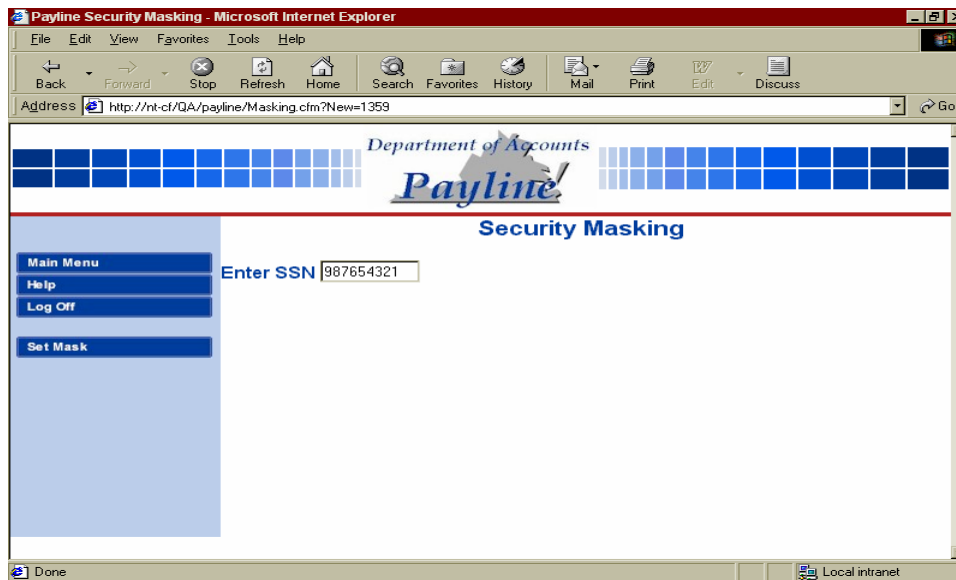
Accessing the Mask Function The user enters Payline in the normal manner. See the *Accessing Payline* section for more information. Once the user has logged into Payline, the masking function can be accessed from any screen.



Step	Action
1	Click on the 'Set Mask' button.

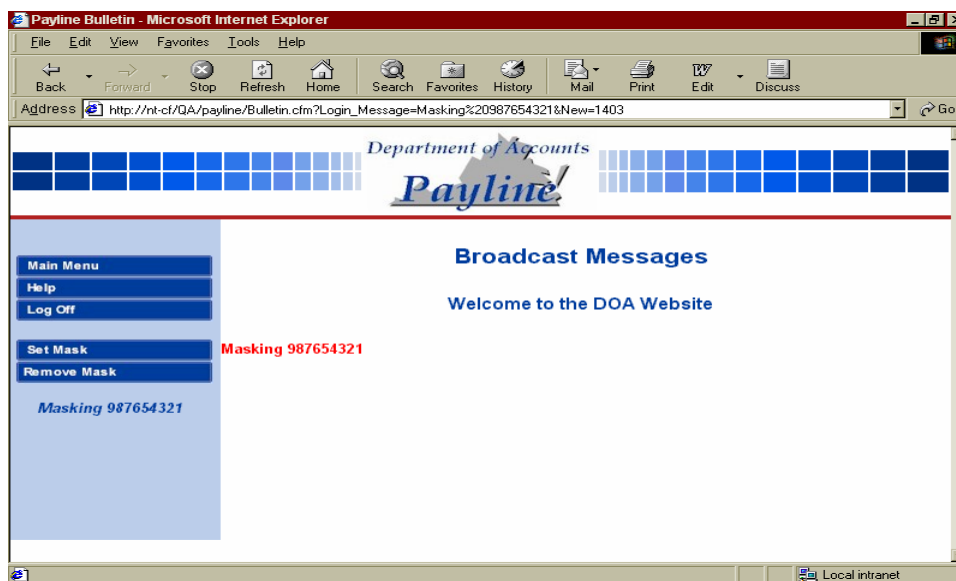
Continued on next page

Mask Function, Continued



Step	Action
1	Enter Employee's Social Security Number.
2	Click on 'Set Mask'

The following message "Masking (SSN)" will be displayed:



Continued on next page

Mask Function, Continued

A reminder that the user is masking the specific employee number is provided in the left hand column of each page.

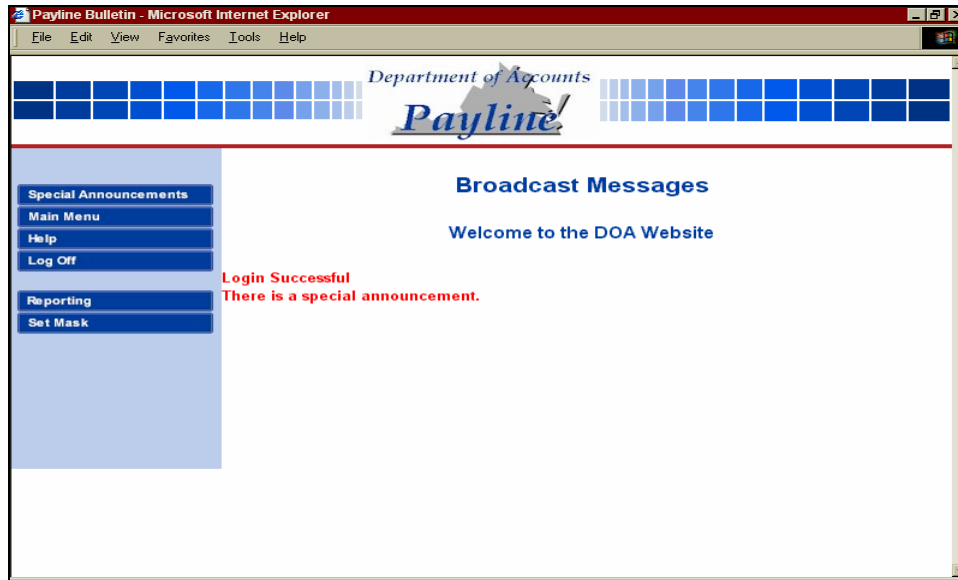
The employee's information will be displayed as if the user is the employee.

Masking does not provide access to the employee's *Personal Options* Page where individual password information is maintained.

Statistical Reporting

Statistical Reporting Feature

Payline has been enhanced for those *line agency personnel who have been granted masking access* to obtain statistical reporting for both Payline participation and earnings notice elimination. After logging into Payline, a button in the left-hand side entitled 'Reporting' is displayed



Step	Action
1	Click on the Reporting button.

Earnings Notice Status by Agency

The *Earnings Notice Status by Agency* page provides statistical information for those agencies for which masking access has been established. The inquiry is completed as follows:

Continued on next page

Statistical Reporting, Continued

Step	Action
1	<p>Enter Payment Dates to include in report:</p> <p>Enter the range of check dates for which statistical information is desired. (The request must use the actual check date and not the pay period dates or processing date.)</p>
2	<p>Select the Pay Type of the employees to be generated:</p> <ul style="list-style-type: none"> Click on 'ALL' from the dropdown to request data for all employees within agencies for which masking access has been granted, or Click on 'WAGE' from the dropdown to request wage data for those agencies for which masking access has been granted, or Click on 'SALARIED' from the dropdown to request only salaried data for all agencies for which masking access has been granted.
3	<p>Check Agencies to include in report:</p> <p>Click on the specific agency for which the statistical information is desired. Data for multiple agencies may be requested at one time.</p>

Continued on next page

Statistical Reporting, Continued

Earnings Notice Status by Agency (continued)

4	<p>Click on ‘Accept’:</p> <p>Please note the message at the top of the page. "If you have several agencies or a large period selected, this page can take several minutes to load. Please do <u>NOT</u> click the refresh button."</p>
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Results Page

The following statistical information will be provided on the results page:

- Agency
- #Checks
- #DDs
- Total #Pmts
- Payline Participants
- Payline Participants w/DD
- Payline Participants w/DD Opt-Out

Agency	#Checks	#DDs	Total #Pmts	Payline Participants	Payline Participants w/DD	Payline Participants w/DD Opt-Out
100 Wage	1	4	5	1	1	0
<u>100 Total</u>	1	4	5	1	1	0
101 Wage	0	1	1	0	0	0
<u>101 Total</u>	0	1	1	0	0	0
107 Salaried	1	74	75	4	3	1
107 Wage	0	20	20	0	0	0
<u>107 Total</u>	1	94	95	4	3	1
109 Salaried	0	13	13	1	1	0
109 Wage	0	3	3	0	0	0
<u>109 Total</u>	0	16	16	1	1	0
110 Salaried	0	27	27	0	0	0
110 Wage	1	0	1	0	0	0
<u>110 Total</u>	1	27	28	0	0	0
114 Salaried	0	1	1	1	1	0
<u>114 Total</u>	0	1	1	1	1	0
All Salaried	1	115	116	6	5	1
All Wage	2	25	27	1	1	0
Total All Agencies:	3	143	146	7	6	1

The results page is displayed and the detailed information can be viewed by clicking on the underscored agency number for which detailed data is desired. The *Earnings Notice Status by Employee* page provides detailed employee information representing the check dates for which the inquiry was performed for all agencies selected. To select a particular agency, please select the underlined agency number desired.

Continued on next page

Statistical Reporting, Continued

The following information is displayed:

- Agency
- SSN
- ID
- NAME
- Payline DD Selection
- ORG Code
- Pay Type

The results presented can vary depending on the combination of values chosen from the various drop down boxes across the top (e.g., Payment Status, Payline Participation, etc.). *Payment Status* is defaulted to 'DD Notice Printed' that represents a listing of those employees who have *opted out* of receiving printed earnings notices for direct deposit. *Payline Participation* is defaulted to "Payline Participant". Selecting another agency or other values in the drop down boxes can modify the results presented. (Only those agencies for which masking access has been granted will display in the Agency drop down list.)

Department of Accounts
Payline

Earnings Notice Status by Employee
01/01/2004 - 12/31/2004

Agency: 00151 Payment Status: All Payline Participation: All ORG Code: All Pay Type: All

Employee Listing for Department of Accounts (00151)

Records 1 - 2 of 2

AGY	SSN	ID	NAME	Payline DD Selection	ORG Code	Pay Type
00151	123456789 00	LuckyMe	TEST H USER	Yes	00990000000	Classified
00151	123456788 00	LuckyYou	TEST H USER	No	00990000000	Classified

NOTE:

1. Use the scroll bar to view the entire record.
2. The data is displayed in ascending order of the encrypted Social Security Number (not alphabetical or unencrypted employee number order).
3. Users can highlight the data and copy the information into a spreadsheet for re-sorting if desired.

Continued on next page

Statistical Reporting, Continued

Payment Status Options

- *All* - Lists all employees who received payments within the range of check dates requested.
- *DD Notice Printed* - Displays those individuals who participate in direct deposit and have NOT opted out of receiving a printed earnings notice.
- *DD Notice Eliminated* - Displays those individuals who participate in direct deposit and have OPTED OUT of receiving a printed earnings notice.
- *Check Printed* - Displays those individuals who do not participate in direct deposit.

Payline Participation Options

- *All* - Displays all employees within the group identified by the Payment Status option and check range entered on the inquiry screen.
- *Payline Participant* - Displays only those who have a Payline permanent security record.
- *No Payline Security Record* - Displays only those who have not established a Payline permanent security record.

Continued on next page

Statistical Reporting, Continued

ORG Code Options

- *All* - Displays all employees within the group identified by the Payment Status option and check range entered on the inquiry screen.
- *Each ORG Code used by the agency is individually listed* - Displays all records for the specific ORG code chosen.

Earnings Notice Status by Employee
01/01/2004 - 12/31/2004

Agency: 00151 Payment Status: DD Notice Printed Payline Participation: Payline Participant ORG Code: All Pay Type: All

Employee Listing for Department of Accounts

Records 1 - 1 of 1

AGY	SSN	ID	NAME	Payline Status	Code	Pay Type
00151	123456789 00	LuckyMe	TEST H USER	Yes	00000	Classified

ORG Code dropdown options:
 No Masterfile Record
 0010700000
 0011110000
 0013210000
 0015310000
 0019410000
 0019520000
 0019540000
 0019560000
 0019720000
 0019730000
 0019750000
 0019830000
 0019860000
 0026020000
 0039000000

Continued on next page

Payline Administrative Manual for Employers

Statistical Reporting, Continued

Below are examples of possible queries and the associated results:

The screenshot shows a web browser window titled "Earnings Notice Status by Employee - Microsoft Internet Explorer provided by Department of Accounts". The address bar shows a URL ending in "Fresh=080235". The page header includes the "Payline" logo and the text "Department of Accounts". Below the header, there are filters for Agency (00151), Payment Status (DD Notice Printed), Payline Participation (All), ORG Code (All), and Pay Type (All). The main heading is "Employee Listing for Department of Accounts (00151)". The results show "Records 1 - 1 of 1" with a table containing one record for "LuckyMe" with SSN 123456789 00, ID LuckyMe, NAME TEST H USER, Payline DD Selection Yes, ORG Code 0099000000, and Pay Type Clarified.

AGY	SSN	ID	NAME	Payline DD Selection	ORG Code	Pay Type
00151	123456789 00	LuckyMe	TEST H USER	Yes	0099000000	Clarified

The screenshot shows the same web browser window as above, but with the Payment Status filter set to "DD Notice Eliminated". The main heading remains "Employee Listing for Department of Accounts (00151)". The results show "Records 1 - 1 of 1" with a table containing one record for "LuckyYou" with SSN 123456789 00, ID LuckyYou, NAME TEST H USER, Payline DD Selection No, ORG Code 0099000000, and Pay Type Clarified.

AGY	SSN	ID	NAME	Payline DD Selection	ORG Code	Pay Type
00151	123456789 00	LuckyYou	TEST H USER	No	0099000000	Clarified

Payline Administrative Manual for Employers

Statistical Reporting, Continued

Earnings Notice Status by Employee - Microsoft Internet Explorer provided by Department of Accounts

Address: http://nt-cf/QA/payline/Reporting_DD_Status_By_Employee.cfm?Fresh=081407

Department of Accounts
Payline

Earnings Notice Status by Employee
01/01/2004 - 12/31/2004

Agency: 00151 Payment Status: All Payline Participation: Payline Participant ORG Code: All Pay Type: All

Employee Listing for Department of Accounts (00151)

Records 1 - 2 of 2

AGY	SSN	ID	NAME	Payline DD Selection	ORG Code	Pay Type
00151	123456789 00	LuckyMe	TEST H USER	Yes	00990000000	Classified
00151	123456788 00	LuckyYou	TEST H USER	No	00990000000	Classified

Payline Administrative Manual for Employers

Attachment A

CIPPS Nomenclature	Payline Earnings Nomenclature	Earnings Description
ANNUAL	Annual Lve Payout	Annual Leave Payout
ANNUAL	Annual Lve Payout	Annual Leave Balance Invol. Sep. Pay
BONUS	Bonus	Bonus Payment
CO. CAR	Company Car	Company Car
COMP LV	Comp Leave Payout	Compensatory Lve Balance Invol. Sep. Pay
COMP LV	Comp Leave Payout	Compensatory Leave Payout
DEC-PAY1	Deceased Pay	Deceased Pay 1
DEC-PAY2	Deceased Pay	Deceased Pay 2
IMPLIFE	Imputed Life	Imputed Life
INV SEP	Invol Separation	Involuntary Separation
LV SHARE	Leave Share	Leave Share
LWOP-PAY	LWOP Pay	Leave Without Pay Earnings
M&R NTAX	Mov/Reloc NonTax	Moving/Relocation-Non-Taxable Earnings
M&R TXBL	Mov/Reloc Taxable	Moving/Relocation-Taxable Earnings
MIL SUPP	Military Supplement	Military Supplement
NONTAXBL	NonTaxable Income	Non-Taxable Income
OTIME 1	Overtime 1	Overtime 1 Earnings
OTIME 2	Overtime 2	Overtime 2 Earnings
PAYAREA	Pay Area Diff'ntl	Pay Area Differential
PI BONUS	Pay Plan Bonus	Pay Plan Bonus Payment
REGULAR	Regular Pay	Regular Earnings
RPTMEALS	Reportable Meals	Reportable Meals
SEVR PAY	Severance Pay	Severance Pay
SHIFT	Shift Pay	Shift Differential Earnings
SHIFT 2	Second Shift Pay	Shift 2 Differential Earnings
SHIFT 3	Third Shift Pay	Shift 3 Differential Earnings
SICK LV	Sick Leave Payout	Sick Leave Balance Invol Sep. Pay
SICK LV	Sick Leave Payout	Sick Leave Payout
TAXABLE	Taxable Income	Taxable Income
TEMP PAY	Temporary Pay	Temporary Pay

Continued on next page

Payline Administrative Manual for Employers

Attachment A, Continued

Earnings Descriptions (continued)

CIPPS Nomenclature	Payline Earnings Nomenclature	Earnings Description
VSDP BEN	Disability Benefit	VSDP Benefit Earnings
WC SUPP	Workers Comp Supp	Worker's Compensation State Supplemental Earnings
WCSDPBEN	Workers Comp Supp	VSDP Worker's Compensation Benefit Earnings
WRK COMP	Workers Comp	Worker's Compensation

CIPPS Nomenclature	Payline Deduction Nomenclature	Deduction Description
AGY HLTH	Agy Pd Healthcare	Agency Paid Health Care Withholding
AN MATCH	Annuity Cash Mat	Annuity Cash Match
BUYBACK	VRS Ret Buyback	VRS Retirement Buy Back Withholding (Post-Tax)
CVC	C V C	Combined VA Campaign
DC MATCH	Def Comp Cash Mat	Deferred Compensation Cash Match
DCSE-SUP	DSS Child Support	Division of Child Support Withholding
DDCHKING	Direct Deposit	Direct Deposit to a Checking Account - Net Amount
DDCHKNG1	Direct Deposit	Direct Deposit to a Checking Account - Fixed Amount
DDCHKNG2	Direct Deposit	Direct Deposit to a Checking Account - Fixed Amount
DDSAVING	Direct Deposit	Direct Deposit to a Savings Account - Net Amount
DDSAVNG1	Direct Deposit	Direct Deposit to a Savings Account - Fixed Amount
DDSAVNG2	Direct Deposit	Direct Deposit to a Savings Account - Fixed Amount
DEF COMP	Deferred Com	Deferred Compensation Withholding (Pre- Federal and State Tax)
DEP CARE	Dependent Care	Dependent Care Withholding (Flex Account)
EEBOND1	Series EE Bond	Series EE-BOND Withholding1
EEBOND2	Series EE Bond	Series EE-BOND Withholding1
EEBOND3	Series EE Bond	Series EE-BOND Withholding1
EEBOND4	Series EE Bond	Series EE-BOND Withholding1
EMP HLTH	Health Care Prem	Employee Health Premium (Post-Tax Health Care Withholding)
EMPASOC1	Association	Employee Association Withholding
EMPASOC2	Association	Employee Association Withholding
FED TAX	Federal Inc Tax	Federal Income Tax Withholding
FID INVS	Fidelity Inv Ret	Retirement Provider - Fidelity Investments

Continued on next page

Payline Administrative Manual for Employers

Attachment A, Continued

Deduction Descriptions (continued)

CIPPS Nomenclature	Payline Deduction Nomenclature	Deduction Description
GARN FEE	Garnishment Fee	Garnishment Fee
GARNISH1	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH2	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH3	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH4	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH5	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GARNISH6	Garnishment	Garnishment, Tax Levy, Lien Withholding(s)
GRPINSR	Group Life Ins	Group Insurance Withholding
HI	HI Tax	Hospitalization Tax (Part of Social Security)
I-BOND1	Series I Bond	Series I-BOND Withholding
I-BOND2	Series I Bond	Series I-BOND Withholding
LT DISAB	Long Term Disability	Long Term Disability Withholding
MED REIM	Medical Reimbsmnt	Medical Reimbursement Withholding (Flex Account)
OASDI	OASDI Tax	Old Age Survivor Disability Insurance Tax (Part of Social Security)
OPT LIFE	Optional Grp Life	Optional Group Life Insurance Withholding
ORPAPPTE	Pol Appointee Ret	Optional Retirement Provider
PARKING	Parking	DGS Parking Withholding (Post-Tax)
PETTYCSH	Petty Cash	Petty Cash Withholding
POOL VEH	Pool Vehicle	Pool Vehicle Withholding
POST TAX	Misc Insurance	Miscellaneous Insurance Withholding (Post-Tax)
PRE TAX	Pretax Annuity	Annuity Withholding (Pre- Federal and State Tax)
PREBUYBK	Pretax Buyback	VRS Retirement Buy Back Withholding (Pre-Tax)
PRETXPRK	Pretax DGS Parking	DGS Parking Withholding (Pre-Tax)
PRETXPRK	Pretax Parking	Non-DGS Pre-Tax Parking Withholding
PRETXTRN	Pretax Transport	Non-DGS Pre-Tax Transportation Withholding
PRM CONV	Pretax Hlth Care	Premium Conversion (Pre-Tax Health Care Withholding)
RET CRDT	Retiree Hlth Cred	Retiree Health Care Credit - VRS
RETIRMNT	Retirement	Retirement Provider -VRS
SUPPORT2	Child Support	Child Support Withholding
TIAACREF	TIAA/CREF Rtrmmt	Retirement Provider -TIAACREF
TPA ADM	TPA Admin Fee	Third Party Administrator Withholding
VA TAX	State Inc Tax	State Income Tax Withholding
VEST	Vest	Virginia Educational Savings Trust
VPEP	Va Prepaid Educ	VA Pre-Paid Education Program